



# DIVISION OF PLANNING AND PERMITTING FREDERICK COUNTY, MARYLAND

30 North Market Street • Frederick, Maryland 21701 • (301) 600-1138

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## VERIFICATION LETTER REQUESTS

Application is made on the Application Portal <https://planningandpermitting.frederickcountymd.gov/>

### LOT OF RECORD DETERMINATION

Required for Submission:

1. Copy of SDAT Real Property, Tax ID#, Tax Map, Parcel, and Grid numbers as assigned by the Maryland State Tax Assessment Office.
2. A complete recorded deed history from 1965 to present (available at the Frederick County Land Records Office or online at [www.MDLandRec.net](http://www.MDLandRec.net)).
3. If available, a boundary survey or sketch by a Maryland Licensed surveyor, and / or a copy of the Tax Map with property highlighted
4. Copies of all recorded plats related to the subject property, including those referred to in any of the deeds in the chain of title.

***Please note: The \$147.00 fee is charged per Tax ID. Requests with multiple Tax IDs require a separate application and fee for each.***

Planning Fee: \$147.00

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### SUBDIVISION POTENTIAL VERIFICATION

Required for Submission:

1. Copy of SDAT Real Property, Tax ID#, Tax Map, Parcel, and Grid numbers as assigned by the Maryland State Tax Assessment Office.
2. A complete recorded deed history from 1965 to present (available at the Frederick County Land Records Office or online at [www.MDLandRec.net](http://www.MDLandRec.net)).
3. If available, a boundary survey or sketch by a Maryland Licensed surveyor, and / or a copy of the Tax Map with property highlighted
4. Copies of all recorded plats related to the subject property, including those referred to in any of the deeds in the chain of title.

***Please note: The \$269.00 fee is charged per Tax ID. Requests with multiple Tax IDs require a separate application and fee for each.***

Planning Fee: \$269.00

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### SITE PLAN VERIFICATION

Required for Submission: Name of Site Plan in Question and / or Subdivision Name with Lot Number (if applicable), and a Memo or Statement specifying details of request.

Planning Fee: \$147.00

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### COMPREHENSIVE PLAN CONSISTENCY LETTER

Required for Submission:

1. An existing conditions plan identifying structures, environmental features, and historic resources on the site.
2. A conceptual plan identifying the proposed use and the proposed limit of disturbance.
3. A narrative identifying how the proposed use will advance the County's Vision as articulated in the Livable Frederick Master Plan.

Planning Fee: \$147.00

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## ZONING VERIFICATION

Required for Submission: Memo or Statement to include specific determination or zoning information you may require, addressed to Mr. Tolson DeSa, Zoning Administrator, 30 N. Market Street, Frederick, MD 21701.

***Please note: The \$147.00 fee is charged per parcel, lot, permit number, unit number, or tenant. Requests with multiple tenants, such as a shopping center or office complex, require a separate application and fee for each.***

Zoning Fee per request: \$147.00

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PAYMENTS: Payment may be made online using the Application Portal. You may also mail a check to the Department of Development Review and Planning, 30 North Market Street, Frederick, Maryland, 21701 or in person. Please make check payable to Frederick County and reference the Project Number. Fees may not be paid until notice to pay fees is received.