



DIVISION OF PLANNING AND PERMITTING FREDERICK COUNTY, MARYLAND

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

PRELIMINARY PLAT

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

Required for Submission: Completed NID, APFO Application, FRO Application, and Historic Preservation ASSESSMENT OF ARCHEOLOGICAL POTENTIAL Application.

PLANNING	\$3,834.00 (+ \$8 per acre + \$37 per lot)
ENGINEERING	\$1,107.00
OFFICE OF LIFE SAFETY	\$269.00
HEALTH DEPT.	\$150.00 (+\$25 per lot well/septic)
DUSWM (if Water/Sewer)	\$675.00 (+\$10 per lot)

Minimum information for plat submittal listed below. Additional code requirements may be applicable and will be reviewed at the time of submission.

Sheet Composition Requirements

1. Vicinity Map must be in upper right corner – Scale 1"=2000', with Tax Map, Parcel, and Property account # shown beneath map
2. Surveyor's Certification must be below vicinity map.
3. Owner's/Applicant's information (name, address, phone number) provided in lower left corner if possible.
4. Title Block (located bottom right corner) – Plan title, Project Name and Section, Type of Project, situated along..., election district, Frederick County, and Planning Region.
5. North Arrow, legend, and general notes are preferred along the bottom of the plat, or as remaining space allows.
6. A 4"x4" space left blank in the upper left corner of each sheet.
7. The Development Review Routing Stamp (located bottom right above title block) [Development Review Routing Stamp](#) that includes county file and A/P number
8. Soil Map with Soil Legend (located top right near Vicinity Map) – Scale 1"=1000 or more

Standard General Notes

1. The site is zoned ____.
2. The comprehensive land use designation is ____.
3. A 6-foot drainage and utility easement is to be reserved along all resulting lot lines.
4. Minimum building restriction lines: ____ front, ____ rear, ____ sides.
5. Future development of this property may require road layback work to be done along previously dedicated road right-of-way.
6. Future access to this property shall be in accordance with regulations in effect at the time of development.
7. Forest Resource Ordinance notes and plan references.

Additional Plat Requirements

1. Drawing: Clear and Legible Plat, Sheet Size minimum 24" x 36" landscape orientation maximum 30" x 42"
2. Digital Submission (PDF) uploaded per the [Electronic Plan Submission Guide](#)
3. Scale (min. 1" = 100'), Date, North Arrow
4. Location Map, Scale, Tax Map & Overall Property
5. Surveyor's Certification & Seal on every sheet
6. Board of Appeals case number, if applicable with conditions (scanned/sticky)
7. Rezoning case number and approved ordinance, if applicable
8. Horizontal and Vertical Datum
9. Purpose statement stating the purpose of the plan

10. Monuments – Location, Coordinates
11. Existing and Proposed drainage systems, including the type of structures
12. Coordinates of Boundary
13. Total number of lots, area of lots, total area and type of ROW dedicated and total areas of subdivision
14. Existing and Proposed Topography shown – 2' or 5' intervals
15. Plat Boundary In Heavy Outline
16. Total number of lots subdivided from the original parcel with references
17. Functional classification of the road the subdivision is occurring on
18. All streams, floodplains (soils and FEMA, along with community panel number), and wetlands, as well as required setbacks
19. Soil types and boundaries denoted on plan on proposed site and 100' beyond property line
20. Proposed/required setbacks or BRLs
21. Bearing and distance of all lines
22. Existing information labeled and shown as dashed lines, extended 100' beyond the property line
23. Proposed information labeled and shown as solid lines
24. Matchline shown and labeled per Plan view sheer – For 2 more Plan view sheet submittals
25. Adjoining Subdivision name, Liber/Folio
26. Adjoining property owners
27. Curve Data Required
28. Location, widths and names of all streets, common driveways, alley, ROWs and pedestrian ways on or adjoining subdivision
29. Lots: Block & Lot Numbers, Table of usable area
30. Parcel to be conveyed/reserved
31. Geotechnical report if proposed lots are located within wet soils, along with required notations
32. Appropriate Notes and Lot Numbers
33. Easements: Width/Use/Deeds provided (when necessary)
34. Sensitive areas including steep slopes, waterbodies, etc. including required buffers
35. Historic Buildings/Landscape
36. Locations of 10,000 sqft septic reserve area and proposed wells, when applicable
37. Locations of Proposed water and sewer mains and service lines, when applicable
38. Water and Sewer Classification and Notes
39. Preliminary Plan, and/or Site Plan (date, file number, project #)
40. Condominium or multi-family projects (apartments, townhouse, etc.) shall show:
 - Location of each building, setbacks from all streets, property lines, & distance between buildings
 - Numbers and types of units in each building
 - Total # of units and subtotals of each type and square feet of each
 - Number of parking spaces in each off street parking area and total
 - Interior road/street access, public & private and total area of each

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.