



DIVISION OF PLANNING AND PERMITTING FREDERICK COUNTY, MARYLAND

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

COMBINED PRELIMINARY PLAT/FINAL PLAT (5 LOTS OR LESS)

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

Required for Submission: FRO Application. Provide existing subdivision number in the comments field.

**If Major Subdivision (6 Lots or more since 1965) NID and APFO Application required. If Major Subdivision requiring FCPS review Planning fee is \$3,602.00.*

PLANNING (requiring staff review only)	\$2,127.00
ENGINEERING	\$367.00
HEALTH DEPT.	\$200.00 (plus \$25/lot well/septic)
DUSWM (if Water/Sewer)	\$675.00

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 Certification & Dedication.
4. Owner's/Applicant's information (name, address, phone number) provided in lower left corner if possible.
5. Title Block (located bottom right corner) – Plan title, Project Name and Section, Type of Project, situated along..., election district, Frederick County, and Planning Region.
6. North Arrow, legend, and general notes are preferred along the bottom of the plat, or as remaining space allows.
7. The Development Review Routing Stamp (located bottom right above title block) [Development Review Routing Stamp](#)
8. Soil Map with Soil Legend (located top right near Vicinity Map) – Scale 1"=1000 or more.
9. Signature Block FcPc Secretary/Chairman.
10. Signature Block of Health Officer (approving authority) (lower left corner).
11. Drawing: Size 18" x 24" landscape orientation

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.
8. Purpose statement.
9. Water and Sewer Classification and Notes and/or well and septic locations.

Additional Plat Requirements

1. Digital Submission (PDF) uploaded per the [Electronic Plan Submission Guide](#)
2. Scale, Date, North Arrow
3. Horizontal and Vertical Datum
4. Plat Boundary In Heavy Outline
5. Functional classification of the road the subdivision is occurring on
6. Preliminary Plan, and/or Site Plan (date, file, project number)
7. Board of Appeals case # if applicable w/conditions
8. Total number of lots subdivided from the original parcel with references
9. Adjoining Subdivision name, Liber/Folio
10. Adjoining Roads-Names, R/W width
11. Bearing, dimension of all lines
12. Curve Data Required
13. Building Setback
14. Lots: Block & Lot Numbers, Table of usable area
15. Existing Buildings
16. Appropriate Notes and Lot Numbers
17. Easements: Width/Use/Deeds provided (when necessary)
18. Floodplain and Setback
19. Geotechnical report of proposed lots are located within wet soils, along with required notation
20. Sensitive areas including steep slopes, waterbody buffers, etc & required buffers
21. All streams, floodplains (soils and FEMA, along with community panel number), and wetlands, as well as required setbacks
22. Adjoining property owner information
23. Existing and Proposed Topography shown - 2' or 5' intervals
24. Locations of 10,000 sq ft septic reserve area and proposed wells, when applicable
25. Existing pertinent features either natural or manmade
26. Improvement Plans and Guarantees
27. Parcels to be conveyed/reserved
28. Acreage: Lots, R/W, Reserve, Total
29. Monuments-Location, Coordinates
30. Coordinates of Boundary
31. Total number of lots, area of lots, total area and type of ROW dedicated and total areas of subdivision

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.