



FREDERICK

PLANNING

For Official Use Only	
PC Case Number:	
Hearing Date:	
DRC Date:	
Amount Paid	\$
Date Paid:	

SUBDIVISION APPLICATION

<input type="checkbox"/> Concept	<input type="checkbox"/> Preliminary	<input type="checkbox"/> Preliminary Revision	<input type="checkbox"/> Final	<input type="checkbox"/> Correction	<input type="checkbox"/> Consolidation
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The completed application form, supporting plans and other documentation in **PDF form ONLY**, as well as your **citizen portal account name** must be sent to drcdigital@cityoffrederickmd.gov on or before **3:00** PM on the application deadline date. Any files that are larger may be sent via a shared link. You will need to remove your email signature image before submitting. One digital site plan must be submitted to sparker@cityoffrederickmd.gov. Please make sure all files submitted are legible. Incomplete applications will not be accepted.

*Payment of fees by credit card is preferred via our [Citizen Access Portal](#). If paying by check, the check with a copy of your application form must be received in the front vestibule planning box at 140 W. Patrick Street on or before the submittal deadline. Questions, please contact Jess Murphy at jmurphy@cityoffrederickmd.gov.

APPLICANT INFORMATION - OWNER'S AFFIDAVIT MUST BE SUBMITTED WITH APPLICATION.	
Contact Name:	
Firm/Company:	
Address:	
Phone:	email:
OWNER INFORMATION	
Name:	
Firm/Company:	
Address:	
Phone:	email:
DEVELOPER INFORMATION	
Name:	
Firm/Company:	
Address:	
Phone:	email:

All correspondence will be sent to the applicant. If the owner also wishes to receive a copy, please check box:

PROJECT INFORMATION (See Table 1102-1 of the LMC)	
Project Name:	
Project Location:	
Site Size (acres):	Project Size (acres or sq. ft.):
Existing Zoning:	Existing Land Use:
Existing # of Lots:	Proposed Number of Lots:

I hereby attest that the information provided on and attached to this application is complete and correct.

Signature of Applicant/Agent

Date

FEES

Type of Review	Base Fee	Fee per lot & Acre	Number of Units or acres	Total Unit or Acre Fee	Total Fee
Sketch Plat	No charge				
Concept Plan*	\$1,350.00				
Preliminary Subdivision Plans*	\$3,700.00	+\$5.00/acre +\$20.00/lot			
Preliminary Revisions (Change to # of Lots, Lot Layout, Road Network) (Change to Notes, Phasing, Lot Line Adjustment)	50% orig fee \$500.00				
Final Subdivision Plats*	\$800.00	+\$10.00/lot			
Corrective Plat*	\$700.00	+\$10.00/lot			
Consolidation Plat*	\$700.00	+\$10.00/lot			
Plat Recordation	\$75.00	+\$5.00 to County Clerk			
Residential Cluster Plans	\$4,800.00	+\$5.00/acre +\$20.00/lot			
Street Abandonment/ Dedication Plat	\$400.00				
Subdivision Variance/Modification	\$200.00				
Subdivision Text Amendment	\$2,000.00				

*Frederick County Health Dept. \$100.00 made payable to Frederick County Health Dept. Preliminary Subdivisions (\$100 per plat) made payable to Frederick County Health Dept.

DETACH FORM FOR FINAL SUBDIVISION PLAT RECORDATION USE ONLY

Case No:	
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APPLICATION FOR FINAL PLAT RECORDATION

To be applied for only after receiving unconditional approval of FINAL PLAT

Submit Copy of Final Plat Staff Approval Letter: _____

Submit One Paper Copy of the Approved Plat: _____

Submit One Original Signed Mylar & Three Signed Mylar Copies: _____

SUBMIT FEES:

\$75 Processing Fee: _____ Check # (Payable to City of Frederick)

\$5 Court Fee: _____ Check # (Payable to Clerk of the Circuit Court)
(per sheet)

Applicant Signature

Received by Planning Department / Date