



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

Planning Department \* 140 W. Patrick Street \* Frederick, Maryland 21701 \* 301.600.1499

### 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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Please legibly print or type the following subdivision application in its entirety. Incomplete applications will not be accepted. Submit the application, along with fees, and **twenty eight (28)** copies of the subdivision plan on or before 3:00pm on the application deadline date. One digital site plan must be submitted to [tswanson@cityoffrederick.com](mailto:tswanson@cityoffrederick.com).\*\*

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

<b>PROJECT INFORMATION (See Table 1102-1 of the LMC)</b>	
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:

Project Description:

<b>FOREST CONSERVATION INFORMATION</b>
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<i>Please answer the following yes or no questions (provide additional information where requested):</i>	
1. This project is exempt from Forest Conservation requirements per Section 721 (7) of the Forest Conservation Ordinance. (Please indicate if an exemption request has been submitted, and approval date if already approved.)	
2. This project is not exempt from Forest Conservation requirements and the appropriate Forest Conservation Plan has been submitted. (Please indicate FC - Case Number & approval date if already approved.)	
<b>FLOODPLAIN &amp; WETLANDS INFORMATION</b>	
<i>Please answer the following yes or no questions (provide additional information where requested):</i>	
1. Does the lot contain any non-tidal wetlands? Note source of the information.	
2. If yes, will there be any wetland disturbance?	
3. Does the lot contain any 100-year floodplain areas? Note source of the information.	
4. If yes, will there be any floodplain disturbance?	
5. Has a floodplain permit application been submitted to MDE? Note Application No.	
<b>LEGAL AGREEMENTS, CONDITIONS OF APPROVAL &amp; IMPROVEMENT PLANS</b>	
<i>Please answer the following yes or no questions (provide additional information where requested):</i>	
1. Will any legal agreements be required for easements, forest conservation, etc.?	
2. If yes, are the agreements being submitted with this application? (Include submittal date)	
3. Have the public improvement plans been approved? (If yes, indicate approval date)	
4. Have all conditions of preliminary and final site plan approval been met? Provide Case Number and Date Approved.	
<b>ENGINEERING INFORMATION (for final subdivision use only)</b>	
1. Improvement Plan Information:	
a. Title:	
b. Section:	Phase:
c. Date:	No. of Sheets:
d. Name of Engineering Firm:	
2. Date of Public Works Agreement:	
I hereby attest that the information provided on and attached to this application is complete and correct.	
_____	_____
Signature of Applicant/Agent	Date
<b>FEES</b>	

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.					

\*\*The digital site plan must be submitted in tiff, pdf, or jpeg. CADD files will not be accepted.

**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 & Four 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