



FREDERICK

ENGINEERING

Submitting Documents to the Engineering Department:

The City is pleased to now offer the public the ability to submit applications, plans and documents to the Engineering department online. Payment of fees by credit card can now also be accepted online.

Digital files shall be submitted to engineeringreview@cityoffrederickmd.gov up to 10 MB. Any files that are larger may be sent via a shared link or broken down and sent in several emails.

Subject line of email should clearly state type of project, project name and city file number assigned (if applicable) to project by engineering dept., emails will be returned if identification is not clear. Sample shown below:

- Improvement Plan – [**project name**] [**case number if assigned**]
 - Example: Improvement Plan – SMH Development PZ-20-0020
- Cost Estimate – [**project name**] [**case number**]
- As-Built Plans – [**project name**] [**case number**]
- Dry Utility Permit – [**project name**] [**case number if assigned**]
- Small Cell Application – [**project name**] [**case number if assigned**]
- Temporary Lane Closure – [**project name**] [**case number**] or [**location**]
- Handicap Sign/Parking Space Request - [**Location**]
- Invoice - [**project name**] [**PO Number**]

The City Engineering Department reserves the right to reject any digital file submitted which is not compatible with the City's listed requirements for submittal. The Contractor, Developer or Consultant would then be required to resubmit the files in an acceptable format.