Frederick County Community Development Division

Development Rights and Responsibilities Agreement (DRRA)

Submission Instructions and Review Procedures

Prior to, at least 24 hours, the full submission please provide Linda Williamson either by fax (301-600-1645) or email lwilliamson@frederickcountymd.gov) the application form only to verify the correct fees. For any questions contact Ms. Williamson at 301-600-1139.

All submissions should be made to the Community Development Division, 30 N. Market St. Frederick, Maryland.

Part 1 Submission: submit an original and 12 copies of all material

1. Application Form:

2. Applicant Disclosure Form: need only submit one (1) original

3. Processing Fee: **$383**, made payable to *Treasurer of Frederick County*

4. Petition: The petition will be processed in accordance with *§1-25-3* of the County Code. It must identify the applicant and the subject property/development. The petition shall also include the following items:
   a. Draft DRRA and any exhibits. The initial draft of the DRRA shall contain all contents as described in §1-25-4 of the County Code.
   b. List of all persons, **with their signature(s),** with a lien interest in the property to authorize the petition
   c. A statement outlining the status of the subject development and the general parameters of the proposed DRRA including any changes to existing approvals being sought as part of the proposed DRRA.

Part 2 Submission: If the petition is accepted by the BOCC

1. Petition: include the draft DRRA and any exhibits
   a. Provide an electronic version, in Word, of the DRRA and the exhibits.
   b. Provide **10 hard copies** of the draft DRRA and the exhibits.

2. Filing Fee: **$2,177 plus $20/acre**, made payable to *Treasurer of Frederick County.*

Please note, the DRRA processing/filing fees and procedures are separate from, and do not replace, any other normal and customary fees and procedures required for development approvals that may accompany a DRRA request (i.e. Phase 1 map amendment and/or an APFO review).

Review Procedures

1. Petition Completeness Review: Staff will review the petition submission to determine if all required material for the petition is provided. The applicant will be notified regarding the need for additional material or if the petition is complete.
2. County Commissioners Review of Petition: Once the petition is deemed complete it will be scheduled for consideration by the Board of County Commissioners (BOCC) to determine whether to accept the petition and initiate the DRRA process per *§1-25-3(E).*
3. Review of Draft DRRA: Following acceptance of the petition and subsequent payment of the Filing Fee, staff will work with the applicant to prepare a complete DRRA for review by the County Planning Commission and the BOCC. Depending on the initial direction from the BOCC, and the complexity of the DRRA, initial worksessions with the BOCC may occur prior to any required public hearings noted below.
4. Planning Commission Referral: Once the Draft DRRA has been completed, the County Planning Commission will review the Draft DRRA for a determination of whether the DRRA is consistent with the County Comprehensive Plan.
5. County Commissioners Public Hearing: The BOCC will hold a public hearing on the Draft DRRA in accordance with *§1-25-6* of the County Code.
6. Decision/Execution: If approved and signed (executed) by the BOCC, the DRRA shall be recorded by the County in accordance with *§ 1-25-10* of the County Code.

APPLICANT DISCLOSURE FORM

IMPORTANT NOTE: WHILE THE APPLICATION IS PENDING, YOU MUST SUPPLEMENT THIS DISCLOSURE WHENEVER THERE IS A CHANGE IN THE INFORMATION PROVIDED.

I. Property that is the subject of the application:

_____

_____

II. Please identify all persons and entities who have any of the following interests in the land that is the subject of the application. (Include the holders of at least a 10% interest in the land):

A. Title owners: _____

_____

B. Contract purchasers: _____

_____

C. Trustees (do not include trustees described in a mortgage or deed of trust):

_____

_____

III. For each person or entity named in Part II above, indicate that person's or entity's status. If there is more than one person or entity who qualifies as an applicant, provide the name of the applicant that the information pertains to in the space provided:

____ An individual (Name: _____)

____ A partnership (Name: _____)

____ General partnership
____ Limited liability partnership
____ Limited partnership
____ Limited liability limited partnership
____ Joint venture

Name all partners (optional): _____

_____

_____

_____

____ A corporation (Name: _____)

Identify all officers and directors by name and title:
_____
_____
_____
_____

____ Other business entity (Name: _____)

____ Sole proprietorship
____ An association
____ Limited liability company

____ Receiver (Name: _____)

____ Trustee (Name: _____)

____ Guardian (Name: _____)

____ Personal representative (Name: _____)

____ Fiduciary (Name: _____)

____ Other representative (Specify: _____)

I hereby affirm under penalties of perjury and upon personal knowledge that the information provided herein is true. I also acknowledge that I understand that I have a duty to supplement the information provided herein should that information change while the application is pending.

Signature: Date:

_____ _____
Name and title (if applicable)

Revised June 2007

COMMUNITY DEVELOPMENT DIVISION
FREDERICK COUNTY, MARYLAND

30 North Market Street • Frederick, Maryland 21701
Phone (301) 600-1138 • Fax (301) 600-1645 http://www.frederickcountymd.gov

Development Rights and Responsibilities Agreement (DRRA)

APPLICATION (Phase 1)

☐ 12 copies of petition request and all materials required per 1-25-3 of the County Code.
See DRRA Submission Instructions and Procedures.

Date _____

Exist. Frederick County Subdivision/Site Plan # _____ Parent Project A/P # _____

Tax Map(s) _____ Parcels _____ Tax ID #(s) _____

Subdivision /Site Name _____

Address /Location _____

Description of Petition Request _____

_____

_____

Owner/Applicant _____
Address _____

_____

Phone _____

Check one for Review Comments:
☐ Mail ☐ Email_____

Owner Representative/Attorney _____
Address _____

_____

Phone _____

Check one for Review Comments:
☐ Mail ☐ Email _____

Notes:
1. Review comments Frederick County Web Site : http://www.frederickcountymd.gov/index.aspx?nid=2532
2. Only complete submissions will be credited on the date received
3. Upon acceptance of the petition by the BOCC a DRRA Filing Fee will be required
4. Please note, the DRRA processing/filing fees and procedures are separate from, and do not replace, any other normal and customary fees and procedures required for development approvals that may accompany a DRRA request (i.e. Phase 1 map amendment, APFO approval, etc...).

_____ _____

Printed name **Signature of Owner or Agent**

FEES

Checks made payable to Treasurer of Frederick County-**Additional fees may be due per Fee Ordinance Resolution 12-07**

(DRRA)

1. Petition Processing Fee	$383.00
Total=	

Internal Use Only

Development Review
File #:
A/P #:
Due Date:

Rev 7/2012