Frederick County Community Development Division

Developer Rights and Responsibilities Agreement (DRRA)

Submission Instructions and Review Procedures

Per §1-25 of the County Code

These policies and procedures do not replace the specific provisions of §1-25 Development Rights and Responsibilities Agreements. An applicant is responsible for submitting in accordance with the regulations, submittal requirements and procedures as outlined in the Code.

Required Submission Material

1. Submit an original plus **20 copies** of all material to the Frederick County Community Development Division, 30 N. Market St., Frederick MD. All checks made payable to *Treasurer of Frederick County.*

2. Processing and Filing Fee: The Petition Processing Fee of $383 must accompany the initial petition submittal. Upon Acceptance of the petition by the BOCC, a Petition Filing Fee of $2,177 + $20/acre must be submitted before any further staff review/hearings are scheduled as prescribed in *§1-25-3*.

   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…).

3. 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 and should also note the contact information for representatives of the applicant. The petition shall also include the following items:
   a. Copy of the draft DRRA and any exhibits
   b. List of all persons with a lien interest in the property with their signature(s) to signify authorization of 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.

4. Draft DRRA: The initial draft of the DRRA, either within the agreement itself or as an exhibit, shall contain all contents as described in *§1-25-4* of the County Code.

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 within 5 business days.

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: If approved and signed by the BOCC, the DRRA shall then be recorded 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)

Prior to, (at least 2 business days) your submission, email lwilliamson@frederickcountymd.gov) or fax 301-600-1645
Completed application for processing and fees generated, to be paid upon initial submission.
Questions: contact Linda Williamson at 301-600-1139

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

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

Tax Map(s) _____ Parcel(s) _____ Total Site Area _____ Ac.

Tax ID#(s) _____ # of Lots _____

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 13-14**

(DRRA)

1. Petition Processing Fee	$383.00
Total=	

Internal Use Only

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

8/2013