



**DIVISION OF PLANNING & PERMITTING  
FREDERICK COUNTY, MARYLAND**

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

**WATER & SEWERAGE PLAN AMENDMENT APPLICATION**

Prior to, (at least 2 business days) your submission, email [pwolfgang@frederickcountymd.gov](mailto:pwolfgang@frederickcountymd.gov) or fax to 301-600-1645, a completed/signed application for processing, fees generated, to be paid upon initial submission.

Questions: contact Pattie Wolfgang at 301-600-1138

Cycle -
Case #
A/P #

Required Application Material:  
Original plus **20 copies** and **PDF / CD** of all application material

Attached Zoning and Planning Public Ethics Law – [Applicant Disclosure Form](#)

**Property Information**

Tax Map(s) \_\_\_\_\_ Parcel(s) \_\_\_\_\_ Tax ID(s) \_\_\_\_\_ Acreage \_\_\_\_\_

Location: \_\_\_\_\_

**Text Amendment**

Description of request (attach additional sheets if necessary): \_\_\_\_\_

**Property Classification Amendment**

Current Comprehensive Plan Designation: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Current Water Classification: \_\_\_\_\_ Requested Classification: \_\_\_\_\_

Current Sewer Classification: \_\_\_\_\_ Requested Classification: \_\_\_\_\_

Reason for Change \_\_\_\_\_

**Infrastructure Amendment**

Description of request: \_\_\_\_\_

Property Owner \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Contract Purchaser (property owner letter of consent)

Address \_\_\_\_\_

Phone \_\_\_\_\_

Check one for Comments:

Mail  Email \_\_\_\_\_

Engineer/Surveyor/Attorney

Address \_\_\_\_\_

Phone \_\_\_\_\_

Check one for Comments:

Mail  Email \_\_\_\_\_

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Notes:

1. The County reserves the right to reject applications that are not complete.
2. Documents which demonstrate satisfaction of all criteria for the classification requested must accompany application.
3. Fees to be submitted with application, upon acceptance of application, fee will be paid to the treasury office.

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Printed name

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Signature of Owner / Agent

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**FEES**

Checks made payable to Treasurer of Frederick County-Additional fees may be due per fee schedule FY2020

phase 1, wsplan

1. Planning	\$1292.00
2. DUSWM	\$207.00
Total	

**Water & Sewerage Plan Amendment Application Instructions**

Applications for Water & Sewerage Plan map and text amendments will be accepted in the following months:

March – Spring Cycle  
July – Summer Cycle  
November – Fall Cycle

1. Application: Completed and signed by the property owner or contract purchaser. If contract purchaser, letter of consent from property owner must be included. **Please note the choice to have all correspondence e-mailed to the property owner or agent.**
2. Amendment Criteria: Effective, March 2015, all criteria for the requested classification **must be met at the time of application**.
3. Description of Property: Provide an 8 1/2 x 11 or other appropriately sized copy of tax map marked to delineate all subject parcels, with the tax map and parcel/lot numbers labeled. These tax map and parcel/lot numbers must match the information on the application. Include a State Assessment Data listing for each parcel for which a classification change is being requested. [www.dat.state.md.us](http://www.dat.state.md.us).
4. Municipal Letter: For properties served by a municipal system, applications must include a letter from a designated official in that municipality certifying the amount of water supply and wastewater system capacities, and the intent to provide the available capacity to the property, or how sufficient capacity will be provided.
5. Development Approval Letter(s): Applications for property classifications must provide approval letters from all appropriate municipal or county agencies for site plan, subdivision, and/or improvement plan approvals.
6. Justification Statement: Include a written explanation of how the criteria for the requested classification is met and the reason/need for the change. Any other relevant material the applicant wishes to be considered may be included.
7. Applicant Disclosure Form - completed and signed.