



## DIVISION OF PLANNING AND PERMITTING

### FREDERICK COUNTY, MARYLAND

Department of Permits and Inspections

30 North Market Street • Frederick, MD 21701

Phone (301) 600-3507 • Fax (301) 600-2309

## APPLICATION INFORMATION

### PUBLIC IMPROVEMENTS

### TO BE DEDICATED TO FREDERICK COUNTY

*(Does not apply to Improvements Located within Towns/Municipalities)*

*(Not for use with Water and Sewer Improvements)*

**We have gone paperless!! This application should be submitted electronically via the citizen portal at**

**<https://planningandpermitting.frederickcountymd.gov/>**

#### Submission Requirements

- ☐ 1. A copy of the Performance Agreement and Security Requirements Letter (Provided with the approval of the cost estimate).
- ☐ 2. Fees are due at the time of application. *(Fees are non-refundable)*
- ☐ Public Improvement Permit
- Admin Process Fee ----- \$516.00
  - Inspection Fee ----- 3.33% of the appr'd cost estimate

**\*NOTE:** *There is a \$516.00 fee to modify a Performance Agreement or its associated security after it has been formally executed by the County*

- ☐ 5. One or more of the following Attachments may be required prior to the issuance of the Public Improvement Permit. Refer to the letter referenced in Item #2 to determine required documents.

**\*NOTE:** *Most Public Improvements involve some form of earth disturbance. Accordingly, the Major Grading and/or SWM permits may be required prior to issuance of the PI.*

*(See Major Grading / SWM Permit Information, for processing requirements for these permits)*

*(Please refer to the latest versions at: [www.frederickcountymd.gov/index.aspx?NID=1666](http://www.frederickcountymd.gov/index.aspx?NID=1666))*

- ☐ Performance Agreement for Public Improvements Dedicated to Frederick County, secured by a Letter of Credit (LOC) or Escrow Account.

• See Document: **PUBLIC IMPROVEMENTS (PI) - LOC** -AND-

- ☐ A SEC/SWM monetary security in the form of Cash, Check or LOC (ONLY).

• See Document: **Sample: LETTER OF CREDIT PI**

- ☐ Performance Agreement for Public Improvements Dedicated to Frederick County, secured by a Surety Bond.

• See Document: **PI BOND** -AND-

- ☐ A PI monetary security in the form of a Surety Bond.

• See Document: **Frederick County SURETY BOND**

**\*NOTE:**

*Any Building Permits that may be associated or dependant upon the completion or guarantee of Public Improvements may not be issued until this and other permits have been approved.*

**PUBLIC IMPROVEMENTS**  
**TO BE DEDICATED TO FREDERICK COUNTY (Continued)**  
*(Does not apply to Improvements Located within Towns/Municipalities)*  
*(Not for use with Water and Sewer Improvements)*

**PROCEDURES**

**STEP ONE - APPLY FOR THE PUBLIC IMPROVEMENT PERMIT**

Where to apply: Applications should be submitted electronically via the citizen portal at <https://planningandpermitting.frederickcountymd.gov/>.

When Applications Are Accepted: Applications can be submitted electronically 24/7 via the citizen portal.

**STEP TWO - OBTAIN REVIEW AND APPROVAL OF LEGAL DOCUMENTS**

☐ Performance Agreement for Public Improvements as appropriate to security provided.

☐ Monetary guarantee in the amount of the approved cost estimate.

**ISSUANCE:** A Notice of Public Improvement Permit Approval letter will be emailed to the applicant.

**NOTE:** *There is a MANDATORY pre-construction meeting. Please schedule this meeting with the Department of Engineering and Construction Management.*

**\*NOTE:** *The process beyond this point is transferred from the **Department of Permits and Inspections** to the **Department of Engineering & Construction Management**. All communication should be addressed accordingly.*

**GENERAL INFORMATION - RELEASE OF GUARANTEE**

☐ Secured funds may be periodically reduced depending on the amount of satisfactory work completed on-site.

☐ Complete a "Guarantee Release Request" form, available at the following website:

<https://www.frederickcountymd.gov/DocumentCenter/Home/View/1018>

**CONTACT INFORMATION**

General Info - Agreements, Securities, Permit Status ----- (301) 600-3507

Permits & Inspections Engineering Staff ----- (301) 600-1560

Department of Engineering & Construction Management ----- (301) 600-3508