



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>

VERIFICATION LETTER REQUESTS

LOT OF RECORD DETERMINATION

Required for Submission:

1. Copy of SDAT Real Property Tax Map, Parcel, and Grid numbers as assigned by the Maryland State Tax Assessment Office.
2. A complete recorded deed history from 1965 to present (available at the Frederick County Land Records Office).
3. A Boundary survey or sketch by a Maryland Licensed surveyor, if available, and / or a copy of the Tax Map with property highlighted
4. Copies of all recorded plats related to the subject property, including those referred to in any of the deeds in the chain of title.

Planning Fee: \$118.00

SUBDIVISION POTENTIAL VERIFICATION

Required for Submission:

1. Copy of SDAT Real Property Tax Map, Parcel, and Grid numbers as assigned by the Maryland State Tax Assessment Office.
2. A complete recorded deed history from 1965 to present (available at the Frederick County Land Records Office).
3. A Boundary survey or sketch by a Maryland Licensed surveyor, if available, and / or a copy of the Tax Map with property highlighted
4. Copies of all recorded plats related to the subject property, including those referred to in any of the deeds in the chain of title.

Planning Fee: \$215.00

SITE PLAN VERIFICATION

Required for Submission: Name of Site Plan in Question and Subdivision Name with Lot Number (if applicable)

Planning Fee: \$118.00

ZONING VERIFICATION

Required for Submission: Memo or Statement (including specific determination or zoning information you may require) addressed to Mr. Tolson DeSa, Zoning Administrator, 30 N. Market Street, Frederick, MD 21701. Please include

Please note: The \$118.00 fee is charged per parcel lot, permit number, unit number, or tenant number. Request with multiple tenants, such as a shopping center or office complex, requires a separate fee for each.

Zoning Fee per request: \$118.00

PAYMENTS: Payment may be made online on the Rhythm for Civics Portal, mailed to Department of Development Review and Planning, 30 North Market Street, Frederick, Maryland, 21701 or in person. Please make check payable to Frederick County and reference the Project Number. Additional fees may be due per fee schedule FY2020