



**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>

**COMBINED PRELIMINARY PLAT/FINAL PLAT (5 lots or less)**

Required for Submission: FRO Application. Provide existing subdivision number in the comments field.

*\*If Major Subdivision (6 Lots or more since 1965) NID and APFO Application required. If Major Subdivision requiring FCPC review Planning fee is \$2,886.00*

Planning (requiring staff review only)	\$1,704.00
Health Dept.	\$150.00 (plus \$25/lot well/septic)
DUSWM if Water/Sewer	\$540.00
Engineering	\$295.00

Minimum information for plat submittal listed below. Additional code requirements may be applicable and will be reviewed at the time of submission.

**GENERAL**

Drawing: Size, Material, Ink, Legible  
Title Information: Name & Section,  
Election Distr. & No., County & State  
Name, Address, Phone # of Owner  
Scale, Date, North Arrow  
Location Map, Scale, Tax Map, & Overall  
Property  
Owner's Certification & Dedication  
Surveyor's Certification & Seal  
Signature Block FcPc Secretary/Chairman  
Signature Block of Health Officer  
(approving auth)  
Horizontal and Vertical Datum

**EXISTING & PROPOSED**

Improvement Plans and Guarantees  
Public Works Comments  
Accordance with Preliminary  
Health Department Comments  
State Highway Comments  
Engineering Comments  
Health Department Comments  
State Highway Comments  
  
Plat Boundary In Heavy Outline  
Minimum information for plat submittal

**EXISTING/PROPOSED (con't.)**

Acreage: Lots, R/W, Reserve, Total  
  
Monuments-Location, Coordinates  
Coordinates of Boundary  
Adjoining Subdivision name, Liber/Folio  
  
Adjoining Roads-Names, R/W width  
Bearing, dimension of all lines  
Curve Data Required  
Building Setback  
  
Lots: Block & Lot Numbers, Table of usable area  
Parcels to be conveyed/reserved  
Appropriate Notes and Lot Numbers  
Easements: Width/Use/Deeds provided (when necessary)  
Floodplain and Setback  
Historic Buildings/Landscape  
Demolition Permit  
Water and Sewer Classification and Notes  
Final FRO Plans  
FRO Easement Recordation  
FRO Notes  
Preliminary Plan, and/or Site Plan (date, file number,  
project #

**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