



FREDERICK

PLANNING

For Official Use Only	
PC Case Number:	
Hearing Date:	
DRC Date:	
Amount Paid	\$
Date Paid:	

FINAL PLAT APPLICATION (Without Preliminary Plat**)

This application is to be used for final plats that **do not have a previously approved preliminary plat including Consolidation Plats, Resubdivision Plats, Minor Subdivisions and Correction Plats.

The completed application form, supporting plans and other documentation in **PDF form ONLY**, as well as your **citizen portal account name** must be sent to drcdigital@cityoffrederickmd.gov on or before **3:00** PM on the application deadline date. Any files that are larger may be sent via a shared link. You will need to remove your email signature image before submitting. One digital plat must be submitted to sparker@cityoffrederickmd.gov. Please make sure all files submitted are legible. **Incomplete applications will not be accepted.**

*Payment of fees by credit card is preferred via our [Citizen Access Portal](#). If paying by check, the check with a copy of your application form must be received in the front vestibule planning box at 140 W. Patrick Street on or before the submittal deadline. Questions, please contact Jess Murphy at jmurphy@cityoffrederickmd.gov.

APPLICANT INFORMATION -- If the owner is not the applicant, a completed Agent Authorization must accompany this application. All correspondence will be sent to the applicant.	
Contact Name:	
Firm/Company:	
Address:	
Phone:	email:
OWNER INFORMATION	
Name:	
Firm/Company:	
Address:	
Phone:	email:
DEVELOPER INFORMATION	
Name:	
Firm/Company:	
Address:	
Phone:	email:

PROJECT INFORMATION	
Project Name:	
Project Location:	
Site Size (acres):	Project Size (acres or sq. ft.):
Existing Zoning:	Existing Land Use:

Existing # of Lots:	Proposed Number of Lots:
Previous Record Plat (Plat Book/Number):	

Project Description:

FOREST CONSERVATION INFORMATION
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<i>Respond to the following and provide additional information where requested):</i>
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1. Is the project subject to section 721 of the LMC for Forest Conservation?
2. Does the project qualify for an exemption from per Section 721 (7) of the Forest Conservation Ordinance. (Please indicate if an exemption request has been submitted, and approval date if already approved.)

3. This project is not exempt from Forest Conservation requirements and the appropriate Forest Conservation Plan has been submitted. (Please indicate FC - Case Number & approval date if already approved.)

FLOODPLAIN & WETLANDS INFORMATION
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<i>Respond to the following yes or no questions (provide additional information where requested):</i>

1. Does the lot contain any non-tidal wetlands? ▪ Note source of the information.
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2. If yes, will there be any wetland disturbance?

3. Does the lot contain any 100-year floodplain areas? ▪ Note source of the information.

4. If yes, will there be any floodplain disturbance?
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5. Has a floodplain permit application been submitted to MDE? Note Application No.
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LEGAL AGREEMENTS, CONDITIONS OF APPROVAL & IMPROVEMENT PLANS

Please answer the following yes or no questions (provide additional information where requested):

1. Will any legal agreements be required for easements, forest conservation, etc.?
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2. If yes, are the agreements being submitted with this application? (Include submittal date)
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3. Have the public improvement plans been approved? (If yes, indicate approval date)

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I hereby attest that the information provided on and attached to this application is complete and correct.
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_____	_____
Signature of Applicant/Agent	Date

FEES					
Type of Review	Base Fee	Fee per lot & Acre	Number of Units or acres	Total Unit or Acre Fee	Total Fee
Final Subdivision Plats*	\$800.00	+\$10.00/lot			
Correction Plat*	\$700.00	+\$10.00/lot			
Consolidation Plat*	\$700.00	+\$10.00/lot			
Street Abandonment/ Dedication Plat	\$400.00				
Plat Recordation	\$75.00	+\$5.00 to County Clerk			
*Frederick County Health Dept. \$100.00 made payable to Frederick County Health Dept. Preliminary Subdivisions (\$100 per plat) made payable to Frederick County Health Dept.					

DETACH FORM FOR FINAL PLAT USE ONLY

Case No:	
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APPLICATION FOR FINAL PLAT RECORDATION

To be applied for only after receiving unconditional approval of FINAL PLAT

Submit One Paper Copy of the Approved Plat: _____

Submit One Original Signed Mylar & Three Signed Mylar Copies: _____

SUBMIT FEES:

\$75 Processing Fee: _____ Check # (Payable to City of Frederick)

\$5 Court Fee: _____ Check # (Payable to Clerk of the Circuit Court)
(per sheet)

Applicant Signature

Received by Planning Department / Date