



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

PRELIMINARY PLAT APPLICATION

<input type="checkbox"/> Preliminary	<input type="checkbox"/> Preliminary Revision
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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 - OWNER'S AFFIDAVIT MUST BE SUBMITTED WITH APPLICATION.	
Contact Name:	
Firm/Company:	
Address:	
Phone:	email:
OWNER INFORMATION	
Name:	
Firm/Company:	
Address:	
Phone:	email:
DEVELOPER INFORMATION	
Name:	
Firm/Company:	
Address:	
Phone:	email:

All correspondence will be sent to the applicant. If the owner also wishes to receive a copy, please check box:

PROJECT INFORMATION (See Table 1102-1 of the LMC)	
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:

Project Description:

FOREST CONSERVATION INFORMATION
<i>Please answer the following yes or no questions (provide additional information where requested):</i>
1. This project is exempt from Forest Conservation requirements per Section 721 (7) of the Forest Conservation Ordinance. (Please indicate if an exemption request has been submitted, and approval date if already approved.)
2. 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
<i>Please answer 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.
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?
5. Has a floodplain permit application been submitted to MDE? Note Application No.

LEGAL AGREEMENTS, CONDITIONS OF APPROVAL & IMPROVEMENT PLANS
<i>Please answer the following yes or no questions (provide additional information where requested):</i>
1. Will any legal agreements be required for easements, forest conservation, etc.?
2. If yes, are the agreements being submitted with this application? (Include submittal date)
3. Have the public improvement plans been approved? (If yes, indicate approval date)
4. Have all conditions of preliminary and final site plan approval been met? Provide Case Number and Date Approved.
I hereby attest that the information provided on and attached to this application is complete and correct.
_____ 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
Preliminary Subdivision Plat*	\$3,700.00	+\$5.00/acre +\$20.00/lot			
Preliminary Plat Revisions (Change to # of Lots, Lot Layout, Road Network) (Change to Notes, Phasing, Lot Line Adjustment)	50% orig fee \$500.00				
*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.					