



For Official Use Only	
PC Case Number:	
Hearing Date:	
DRC Date:	
Amount Paid:	\$
Fee: \$4,400.00 + \$10.00/acre	

ANNEXATION APPLICATION

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. 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 (PETITIONER) INFORMATION	Owner's Agent Authorization Affidavit Must Be Submitted with Application.
Contact Name:	
Firm/Company:	
Address:	
Phone:	email:
Fax:	
OWNER INFORMATION	
Name:	
Firm/Company:	
Address:	
Phone:	email:
Fax:	
ENGINEER/SURVEYOR INFORMATION	
Name:	
Firm/Company:	
Address:	
Phone:	email:
Fax:	

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

PROPERTY INFORMATION (See Table 1102-1 of the LMC)	
Property Name:	
Property Location:	
Property Size (acres):	Property Size (sq. ft.):
County (Current) Zoning:	County Existing Land Use:
City (Proposed) Zoning:	County Planned Land Use:
Existing # of Lots:	Proposed Number of Lots:
Existing Adjacent Land Use(s) to the North:	Existing Adjacent Land Use(s) to the East:
Existing Adjacent Land Use(s) to the South:	Existing Adjacent Land Use(s) to the West:

NOTE: If the proposed annexation includes more than one Land Use or Zoning Classification, continue detailed description by acreage and square feet in spreadsheet form, and attach to this application.

ACCESS
Frontage Road(s):
Other Road(s):

PUBLIC FACILITIES (See Section 322 (c) of the LMC)
Access to Sewer:
Access to Water:
Park and Recreation Impact:
School System Impact:

I hereby attest that the information provided on this application is complete and correct.

Signature of Applicant/Agent

Date