



For Planning Department Use Only

Date Received:
 PC Case Number:
 Planner:
 DRC Date:

Final Plat Checklist

The following information shall be included as part of a final plat application when submitting to the Planning Division. Please include a copy of this checklist when submitting your application.

Project Name:	
Address/Location:	
Property Owner(s):	
Applicant:	

* denotes mandatory item for application to be considered complete. All other items are as applicable.

*	Item Description	Provided (✓)	Applicant comments (attach sheet for additional comments)
Related Documents			
*	Complete site plan application with related fees and agent authorization form. Health Department fees must be included with each application.		
*	The completed application form, supporting plans and other documentation in PDF form ONLY must be sent to DRCdigital@cityoffrederickmd.gov .		
*	Adequate Public Facilities Ordinance Application or exemption form as well as supporting analysis including Traffic Impact Studies and water and sewer analysis. (If it is not a staff level review then it is not needed)		
*	Final Plat (28 copies) Max sheet size 24"x36" folded into 8 1/2" x 11"		
*	Title Report in accordance with Section 1110 .		
*	Homeowner Association (Final)		
	Final Forest Conservation Plans and associated legal documents for final plats with previously approved preliminary subdivision plat approval		
	Forest Stand Delineation (FSD) approval letter and Preliminary Forest Conservation Plan or combined FSD/PFCP for final plats that do have preliminary subdivision plat approval		
	Stormwater Management Concept Plan		
*	Archeological Assessment Request		
	Modification Justification Letter and related fees, if applicable		
	Request for Demolition Review.		
*	Notice to Proceed from pre-application process		
Details to include on Final Plat			
*	Applicant's name, address and telephone number		
*	Owner's name, address, and telephone number.		
*	Developer's name, address, and telephone number.		
*	Contract Purchaser's name, address, and telephone number.		
*	Surveyor, attorney, engineer or architect name, address, and telephone number.		
*	Title block containing name of plan, location of the property, scale, sheet number, tax map, block, and parcel, election district and street address of property		
*	Revision block for dates.		

*	Item Description	Provided (✓)	Applicant comments <i>(attach sheet for additional comments)</i>
*	1":50' Scale for plan or less		
*	North Arrow (In MD State Plan Grid).		
*	Vicinity Map (Frederick Zoning Map is recommended).		
*	Property plan history (previous plan application numbers, including waivers or modifications). Identify property by plat book and page and/or deed reference.		
*	Zoning of the property		
*	Building Restriction Lines depicted graphically on the lots and provided in table format.		
	Lots numbered in numerical order		
	Existing and proposed topography at two-foot contours; spot elevations, and datum used. Plans to be compiled using the State and City recommended coordinate system of NAD 83/91 Horizontal NAVD 88 Vertical.		
*	Adjoining property information within 100 feet of property.		
*	All existing easements and recordation references.		
	Limits of the 100 floodplain and FEMA panel number; or other source; limits of nontidal wetlands if present; all streams, ponds, existing trees, significant plants and flora.		
*	Bearings and dimensions of property lines. Adjacent property owners and deed or plat reference. An accurate field boundary line survey.		
	Location and dimension of all existing structures.		
*	Road(s) on which the property fronts: name, location, centerline, the Comprehensive Plan designation, and recommended Right of Way (ROW). Label existing and proposed streets, driveways, and entrances within 600 feet. Centerline should be shown on streets, drives, and entrances along with existing ROW and any proposed ROW dedication		
*	Dimensions of road widths, entrance widths, islands, curve radii.		
*	Existing and/or proposed utilities such as electric, telephone, sewer, water, gas lines, and/or drainage. Specify sewer service jurisdiction (City or County)		
	Conditions of frontage road(s) that serve the site, including all existing and proposed sidewalks, streetlights, utilities, fire hydrants, and street trees.		
	Location of existing and proposed stormwater management, if applicable		