



# THE COMMISSIONERS OF THURMONT

615 East Main Street  
P.O. Box 17  
Thurmont, Maryland 21788  
301-271-7313  
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## Annexation Steps for the Petitioner

### Town of Thurmont

1. Submit a Petition on the form provided by the Town.
2. At least two weeks before meeting with Town staff (#3 below), submit a Concept Development Plan, professionally drawn to-scale which illustrates the proposed use, character and development, the basic circulation and road access plan, the presence of existing environmental features and planned open spaces, the basic plan for public facilities and services, and a narrative describing the proposal.
3. Meet with Town staff to discuss the Concept Development Plan and begin to outline an Annexation Agreement. The Town will provide its template for use.
4. Attend a Board of Town Commissioners meeting for informational purposes only to present the proposed annexation.
5. Submit a meets and bounds survey and survey plat of the annexation area stamped by a licensed surveyor.
6. Attend a Planning Commission meeting. The Planning Commission will evaluate the proposed annexation with respect to consistency with the Town's Master Plan and the availability of public facilities or the viability of plans to extend or enlarge such facilities. The Planning Commission will formulate a recommendation for the Board of Town Commissioners which will address: whether the annexation should be approved or denied, what conditions should be placed on the annexation if approved, whether the Concept Development Plan is acceptable, the impact of the annexation on infrastructure and the zoning of the property upon annexation.
7. Obtain a determination from the Frederick County Council concerning the exercise of its five-year waiver authority.
8. Complete a draft Annexation Agreement in coordination with Town staff. Petition to submit a Letter of Intent indicating the petitioner's intent to sign the Annexation Agreement upon a Town approval.
9. Attend a Board of Town Commissioners meeting / work session to hear the Planning Commission's findings and recommendation and discuss the proposed annexation and the draft Annexation Agreement. Staff will present the Annexation Plan—which is a separate document prepared by the Town and required by Maryland statute.
10. Ensure that the Town's invoicing for its annexation costs are paid up. Town staff will prepare the formal Annexation Resolution and a resolution adopting the state-required Annexation Plan. The Town will announce a Public Hearing date.
11. Attend the Public Hearing.
12. The Board of Town Commissioners will decide on the annexation following the Public Hearing and both parties will execute the Annexation Agreement if the Annexation Resolution is adopted (approved).

For more information, please see Section 3.3 of the Town of Thurmont Zoning Ordinance.

TOWN OF THURMONT  
*PETITION FOR ANNEXATION*

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To the Mayor and Commissioners of the Town of Thurmont:

I / We request annexation of my/our land to the Town of Thurmont as so identified below:

Property Information:

Parcel(s) #: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Map #: \_\_\_\_\_

**SIGNATURE(S):**

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_  
*Print Name:* \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_  
*Print Name:* \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_  
*Print Name:* \_\_\_\_\_

*The Town of Thurmont will record this petition in the land records of Frederick County, Maryland upon verification that the property and ownership information are accuracy set forth hereon.*