



THE COMMISSIONERS OF THURMONT

615 East Main Street
 P.O. Box 17
 Thurmont, Maryland 21788
 P: 301-271-7313
 F: 301-271-2155

Town of Thurmont - Plan Application

Plan Type (check all that apply)

Project #

<input type="checkbox"/> Site Plan Category 1:	<input type="checkbox"/> Concept (CP)	<input type="checkbox"/> Preliminary (PP)	<input type="checkbox"/> Final (FL)	<input type="checkbox"/> Amendment (AM)	C1- _____
<input type="checkbox"/> Site Plan Category 2:	Administrative Review (AR)				C2-AR- _____
<input type="checkbox"/> Major Subdivision:	<input type="checkbox"/> Concept (CP)	<input type="checkbox"/> Preliminary (PP)	<input type="checkbox"/> Improvement (IP)	<input type="checkbox"/> Final (FL)	MA - _____
<input type="checkbox"/> Minor Subdivision:	Preliminary / Final (PF)				MI-PF- _____
<input type="checkbox"/> Administrative Review Plat:	Lot Line Adjustments/Lot Additions (AA)				AP-AA - _____
<input type="checkbox"/> Annexation Plan Review	Concept Development Plan (CP)				AX-CP- _____

OWNER INFORMATION:

Property Owner: _____

Address: _____

Phone: _____ Email: _____

APPLICANT /AGENT INFORMATION:

Company: _____

Name: _____

Address: _____

Phone: _____ Email: _____

PROJECT INFORMATION :

Project Name: _____

Project Location: _____

Site Size (acres): _____ Project Type: _____

TAX # _____ PARCEL # _____ PROPERTY ID# _____ # OF UNITS _____

ZONING DISTRICT (check all that apply):

TB GB I MXV1 MXV2 R-1 R-2 R-3 R-5 OI OS ARP INST

FLOODPLAIN INFORMATION:

Does lot contain any 100-year floodplain areas (see Floodplain Ordinance – Town of Thurmont Code Chapter 27)? Yes No

PROJECT DESCRIPTION:

PLAN APPLICATION TO INCLUDE AS APPLICABLE

- A completed application form is required for all submissions. A completed application form shall be accompanied by a legal description of the property, as it appears on the deed, and a full and complete disclosure of direct or indirect ownership. In the case of a land trust, all beneficiaries shall be disclosed. If the owner's signature is not on the application, a letter stating the owner's consent for the filing of the application is also required.
- A Plan Application shall not be considered complete until accepted and signed by the Chief Administrative Officer or designee.
- A current site survey by a Registered Maryland Land Surveyor.
- A Plan drawn to scale, which shall indicate, at a minimum (submit 12 paper copies along with an electronic version).
- Applications shall comply with the Town of Thurmont Master Plan and APFO
- Frederick County functions as an agent for the Town of Thurmont regarding Stormwater Management, Forest Resource Ordinance, and Sediment and Erosion Control for review, approval and inspections.
- State Approvals (i.e.: SHA, MDE) shall be required prior to signing of Final Plan/Plat.
- For Site Plan Category 1:
 - ❖ Concept (CP) – See Zoning Ordinance Section 3.1.4
 - ❖ Preliminary (PP) – See Zoning Ordinance Section 3.1.5
 - ❖ Final (FL) – See Zoning Ordinance Section 3.1.6
 - ❖ Amendment to Final Site Plan (AM) – See Zoning Ordinance Section 3.1.9
- For Site Plan Category 2:
 - ❖ Administrative Review (AR) – See Zoning Ordinance Section 3.1.8
- For Major Subdivision:
 - ❖ Concept (CP) – See Subdivision Ordinance Section 3.3.A
 - ❖ Preliminary (PP) – See Subdivision Ordinance Section 3.3B
 - ❖ Improvement (IP) – See Subdivision Ordinance Section Article VIII
 - ❖ Final (FL) – See Subdivision Ordinance Section 3.3C
- For Minor Subdivision:
 - ❖ Preliminary/Final (PF) – See Subdivision Ordinance Section 3.5
- Administrative Review Plat:
 - ❖ Lot Line Adjustments/Lot Additions (AA) – See Subdivision Ordinance Section Article IV
- Annexation Plan Review:
 - ❖ Concept Development Plan (CP) – See Zoning Ordinance Section 3.3.2

FEES:				
TYPE OF REVIEW	BASE FEE	FEE PER LOT & ACRE	# OF LOTS/ACRES	TOTAL FEE
Concept Plan/ Plat Submission & Review *	\$250.00			
Preliminary Plan/Plat & Review:				
➤ Residential*	\$350.00 +	\$25.00/per lot/dwelling unit		
➤ Non-Residential* (TB, GB, I, OI, INST, MXV I &II)	\$500.00			
Final Site Plan* Final Plat* Category 2 Site Plan Administrative Review Subdivision Plat	Zoning Certificate Fee to be paid at time of application if applicable.			
Annexation Submission & Review* (Note – projects of 10 acres or less will not be subject to the “per acre” fee.	\$500.00	\$25.00/per acre		
*Any additional professional service fees (advertising, legal, engineering) would apply.				

The applicant hereby certifies and agrees as follows:

1. They are authorized to make this application.
2. The information is correct.
3. They will comply with all regulations of Thurmont and Frederick County that are applicable hereto.

Signed: _____ **Date:** _____

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Plan Application Fee: \$ _____ **Date Paid:** _____ **Received By:** _____

Application Accepted by Thurmont Chief Administrative Officer or designee:

Signed: _____ **Date:** _____