



Myersville Town Hall
301 Main Street
P.O. Box 295
Myersville, MD 21773

TOWN OF MYERSVILLE

PLANNING OFFICE

Phone: (301) 293-4281
Fax: (301) 293-3080
Hours 8:00 am – 4:00pm
www.Myersville.org

Planning Review Checklist

PROJECT NAME: _____

PLAN TYPE: _____

APPLICANT: _____

APPLICANT ADDRESS: _____

APPLICANT PHONE: _____ **E-MAIL:** _____

PROPERTY OWNER: _____

ADDRESS: _____

Please check the box(es) for the applicable application when submitting to the Town of Myersville for review.

SKETCH PLAN:

SKETCH PLAN – 10 COPIES

No fee

CONCEPT PLAN:

CONCEPT PLAN – 10 COPIES

\$250.00

SITE PLAN:

RESIDENTIAL SITE PLAN – 20 COPIES

\$500.00 + \$10.00/unit + all applicable agency fees

Number of Lots = _____

ALL OTHER SITE PLANS – 20 COPIES

\$500.00 + \$50.00/acre

Total Acreage = _____

\$100.00 payable to Frederick County Health Department

\$100.00 payable to Catoclin and Frederick SCD with completed transmittal

PRELIMINARY PLAN:

ALL SUBDIVISIONS – 20 COPIES

\$500.00 + \$50.00/unit

Number of Lots = _____

\$100.00 payable to Frederick County Health Department

\$100.00 payable to Catoclin and Frederick SCD with completed transmittal sheet

STORMWATER MANAGEMENT (SWM) PLAN:

SWM CONCEPT PLAN - 9 COPIES

\$250.00 + all applicable agency fees

SWM DEVELOPMENT PLAN - 12 COPIES

\$250.00 + all applicable agency fees

FINAL SWM PLAN - 12 COPIES

\$250.00 + all applicable agency fees

COMBINED PLANS – 12 COPIES

\$250.00 + all applicable agency fees

NOTE: All plans are to be submitted directly to the Town. Town will submit comments to applicant and County and will route SWM Plans to County for technical review and approval. No charge by Town for resubmission of any stormwater plans. Applicable agency fees for resubmission still apply.

MASS GRADING PLAN:

MINOR SUBDIVISION < 6 LOTS – 20 COPIES

\$250.00 + all applicable agency fees

MAJOR SUBDIVISION > 6 LOTS – 20 COPIES

\$500.00 + all applicable agency fees

\$100.00 payable to Catoclin and Frederick SCD with completed transmittal sheet

NOTE: Once the cost estimates have been approved by County DPW and Town Engineer, the applicant will be billed by the Town of Myersville and Frederick County DPW for review services.

IMPROVEMENT PLAN:

IMPROVEMENT PLAN- 20 COPIES

\$250.00/page

Number of Pages = _____

\$100.00 payable to Frederick County Health Department

\$100.00 payable to Catoclin and Frederick SCD with completed transmittal sheet

NOTE: Once the cost estimates have been approved by County DPW and Town Engineer, the applicant will be billed by the Town of Myersville and Frederick County DPW for review services.

FORESTRY PLAN REVIEW:

ALL FORESTRY PLANS- 8 COPIES

NOTE: Please submit separate Town Forest Conservation Checklist and Forest Conservation Calculation Worksheet for all Forestry Plan Reviews. When submitting easement documents for review, please refer to the Town Administrative & Zoning Checklist.

SIMPLIFIED FOREST CONSERVATION PLAN/ FOREST STAND DELINEATION - \$250.00

PRELIMINARY FOREST CONSERVATION PLAN - \$250.00

FINAL FOREST CONSERVATION PLAN - \$250.00

NOTE: FSD must be approved by Planning Commission prior to review and approval of Preliminary FCP.

INSPECTION - 5% of total forest conservation cost estimate + \$250.00

Total Forest Conservation Cost Estimate = _____

FINAL PLAT REVIEW:

COMBINED PRELIMINARY/FINAL PLAT – 20 COPIES

\$500.00 + all applicable agency fees

\$100.00 payable to Frederick County Health Department

\$100.00 payable to Catoclin and Frederick SCD with completed transmittal

CORRECTION PLAT – 10 COPIES

\$100.00 + all applicable agency fees

ADDITION PLAT – 10 COPIES

\$100.00 + all applicable agency fees

FINAL PLAT – 20 COPIES + 5 MYLARS COPIES

\$500.00 + all applicable agency fees

RESUBDIVISION PLAT: \$250.00 + all applicable agency fees

\$100.00 payable to Frederick County Health Department

RESUBMISSIONS:

50% of original fee

Original Fee(s) = _____

\$100.00 payable to Catoclin and Frederick SCD with completed transmittal sheet

CONSTRUCTION FEE:

CONSTRUCTION FEE: 5% of total construction cost estimates for **all public improvements** to be dedicated to the Town of Myersville

Public Improvement Cost Estimate = _____

TOTAL FEES ENCLOSED \$ _____

APPLICANT SIGNATURE: _____ **DATE:** _____