



# BURGESS AND COMMISSIONERS OF MIDDLETOWN, MARYLAND

## CHECKLIST FOR PLAN REVIEW POLICY

PROJECT NAME: \_\_\_\_\_

PLAN NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

Please check the following type of plan you are submitting to the Town of Middletown for review. All plans and fees must be submitted by 12:00 noon on the Monday two weeks before the monthly Planning Commission meeting. Printed plans should be folded.

### CONCEPT PLAN:

- CONCEPT PLAN – 3 PRINTED COPIES ARE NEEDED WHEN SUBMITTING
- \$250.00 + \$200.00 Engineering Fee check payable to the Town of Middletown at time of submission + \$15.00/sheet electronic filing fee.

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### SITE PLAN:

- RESIDENTIAL SITE PLAN - 9 PRINTED COPIES ARE NEEDED FOR 1<sup>ST</sup> SUBMISSION
- \$250.00 Standard + \$10.00/unit fee check payable to the Town of Middletown a time of submission + \$15.00/sheet electronic filing fee.  
  
\_\_\_\_\_ # of units
- ALL OTHER SITE PLANS - 9 PRINTED COPIES ARE NEEDED FOR 1<sup>ST</sup> SUBMISSION

- \$350.00 Standard + \$50.00/acre + \$200.00 Engineering fee check payable to the Town of Middletown at time of submission + \$15.00/sheet electronic filing fee.

\_\_\_\_\_ # of acres

**PRELIMINARY PLAN:**

- SUBDIVISION - 9 PRINTED COPIES ARE NEEDED FOR 1<sup>ST</sup> SUBMISSION
- \$350.00 Standard + \$50.00/lot + \$200 Engineering fee check payable to the Town of Middletown at time of submission + \$15.00/sheet electronic filing fee.

\_\_\_\_\_ # of lots

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**MASS GRADING PLAN:**

- MINOR SUBDIVISION - 9 PRINTED COPIES + 5 COPIES OF SWM COMPUTATIONS ARE NEEDED FOR 1<sup>ST</sup> SUBMISSION
- \$250.00 Standard + \$200.00 Engineering fee payable to the Town of Middletown at time of submission + \$15.00/sheet electronic filing fee.

\*NOTE: Once the cost estimates have been approved by DPW and town engineer, you will be billed by the Town of Middletown for Town and Frederick Co. DPW review services.

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**IMPROVEMENT PLAN:**

- 9 PRINTED COPIES + 5 COPIES OF SWM COMPUTATIONS ARE NEEDED FOR 1<sup>ST</sup> SUBMISSION
- \$300.00/sheet + \$200.00 Engineering fee payable to the Town of Middletown at time of submission + \$15.00/sheet electronic filing fee.

\*NOTE: Once the cost estimates have been approved by DPW and town engineer, you will be billed by the Town of Middletown for Town and Frederick Co. DPW review services.

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**FORESTRY PLAN REVIEW:**

- SIMPLIFIED FOREST PLAN -3 COPIES ARE NEEDED FOR 1<sup>ST</sup> SUBMISSION
- \$200.00 Standard payable to the Town of Middletown at time of submission + \$15.00/sheet electronic filing fee.
- PRELIMINARY FOREST PLAN - 3 COPIES ARE NEEDED FOR 1<sup>ST</sup> SUBMISSION
- \$200.00 Standard + \$4.00/gross acre payable to the Town of Middletown at time of submission + \$15.00/sheet electronic filing fee.

\_\_\_\_\_ # of acres

**FINAL FOREST PLAN – 3 COPIES ARE NEEDED FOR 1<sup>ST</sup> SUBMISSION**

**\$200.00 Standard + \$4.00/gross acre payable to the Town of Middletown + \$15.00/sheet electronic filing fee.**

\_\_\_\_\_ # of acres

**INSPECTION FEE – 1% of Total Cost Estimate + \$50.00 per site inspection**

**PLAT REVIEW:**

**COMBINED PRELIMINARY/FINAL PLAT - 4 COPIES ARE NEEDED FOR 1<sup>ST</sup> SUBMISSION**

**\$250.00 Standard + \$50.00/lot + \$200.00 Engineering fee payable to the Town of Middletown + \$15.00/sheet electronic filing fee.**

\_\_\_\_\_ # of lots

**CORRECTION PLAT - 4 COPIES ARE NEEDED FOR 1<sup>ST</sup> SUBMISSION**

**\$100.00 Standard + \$10.00/lot payable to the Town of Middletown + \$15.00/sheet electronic filing fee.**

\_\_\_\_\_ # of lots

**ADDITION PLAT - 4 COPIES ARE NEEDED FOR 1<sup>ST</sup> SUBMISSION**

**\$100.00 Standard + \$10.00/lot payable to the Town of Middletown + \$15.00/sheet electronic filing fee.**

\_\_\_\_\_ # of lots

**FINAL PLAT - 4 COPIES + 5 MYLARS FOR SIGNATURE ARE NEEDED FOR 1<sup>ST</sup> SUBMISSION**

**\$300.00 Standard + \$25.00/lot + \$100 Engineering fee payable to the Town of Middletown + \$15.00/sheet electronic filing fee.**

\_\_\_\_\_ # of lots

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**RE-SUBMISSION: - 50% of original STANDARD fee + 25% original legal fee and/or engineering fee payable to the Town of Middletown upon EACH re-submission of ANY plan(s).**

**NOTE: - Same number of plans as originally submitted + applicable electronic filing fee + additional plan for each agency being addressed – include comps (where applicable) and a response letter to address each agency’s comments.**

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**CONSTRUCTION INSPECTION FEE – 1% of total construction cost estimates.**

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