



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 – 4 PRINTED COPIES PLUS 1 ELECTRONIC COPY ARE NEEDED WHEN SUBMITTING

\$250.00 + \$400.00 Engineering Fee + \$300.00 base consultation fee + any additional consultation fees invoiced to the Town above the \$300.00 base fee, check payable to the Town of Middletown at time of submission + \$15.00/sheet electronic filing fee.

SITE PLAN:

RESIDENTIAL SITE PLAN - 4 PRINTED COPIES PLUS 1 ELECTRONIC COPY ARE NEEDED FOR 1ST SUBMISSION

\$250.00 Standard + \$10.00/unit fee + \$300.00 base consultation fee + any additional consultation fees invoiced to the Town above the \$300.00 base fee check payable to the Town of Middletown a time of submission + \$15.00/sheet electronic filing fee + any applicable County fees.

_____ # of units

ALL OTHER SITE PLANS - 4 PRINTED COPIES PLUS AN ELECTRONIC COPY ARE NEEDED FOR 1ST SUBMISSION

- \$350.00 Standard + \$50.00/acre + \$400.00 Engineering fee check+ \$300.00 base consultation fee + any additional consultation fees invoiced to the Town above the \$300.00 base fee, payable to the Town of Middletown at time of submission + \$15.00/sheet electronic filing fee + any applicable County fees.**

_____ # of acres

PRELIMINARY PLAN:

- SUBDIVISION - 4 PRINTED COPIES PLUS 1 ELECTRONIC COPY ARE NEEDED FOR 1ST SUBMISSION**
- \$350.00 Standard + \$50.00/lot +\$400 Engineering fee + \$300.00 base consultation fee + any additional consultation fees invoiced to the Town above the \$300.00 base fee, check payable to the Town of Middletown at time of submission + \$15.00/sheet electronic filing fee + any applicable County fee.**

_____ # of lots

MASS GRADING PLAN:

- MINOR SUBDIVISION - 4 PRINTED COPIES + 1 ELECTRONIC COPY + 5 COPIES OF SWM COMPUTATIONS ARE NEEDED FOR 1ST SUBMISSION**
- \$250.00 Standard + \$400.00 Engineering fee + \$300.00 base consultation fee + any additional consultation fees invoiced to the Town above the \$300.00 base fee, payable to the Town of Middletown at time of submission + \$15.00/sheet electronic filing fee + all applicable County fees.**

***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.**

IMPROVEMENT PLAN:

- 4 PRINTED COPIES + 1 electronic copy + 3 COPIES OF SWM COMPUTATIONS ARE NEEDED FOR 1ST SUBMISSION**
- \$300.00/sheet + \$400.00 Engineering fee + \$300.00 base consultation fee + any additional consultation fees invoiced to the Town above the \$300.00 base fee, payable to the Town of Middletown at time of submission + \$15.00/sheet electronic filing fee + plus all applicable County fees.**

***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.**

FORESTRY PLAN REVIEW:

- SIMPLIFIED FOREST PLAN -3 COPIES + 1 ELECTRONIC COPY ARE NEEDED FOR 1ST 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 PLUS 1 ELECTRONIC COPY ARE NEEDED FOR 1ST 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 PLUS 1 ELECTRONIC COPY ARE NEEDED FOR 1ST 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 PLUS 1 ELECTRONIC COPY ARE NEEDED FOR 1ST SUBMISSION

\$250.00 Standard + \$50.00/lot + \$400.00 Engineering fee payable to the Town of Middletown + \$15.00/sheet electronic filing fee + all applicable agency fees.

_____ # of lots

CORRECTION PLAT - 4 COPIES PLUS 1 ELECTRONIC COPY ARE NEEDED FOR 1ST SUBMISSION

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

_____ # of lots

ADDITION PLAT - 4 COPIES PLUS 1 ELECTRONIC COPY ARE NEEDED FOR 1ST SUBMISSION

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

_____ # of lots

FINAL PLAT - 4 COPIES + 5 MYLARS FOR SIGNATURE ARE NEEDED FOR 1ST SUBMISSION

\$300.00 Standard + \$25.00/lot + \$200 Engineering fee payable to the Town of Middletown + \$15.00/sheet electronic filing fee.

_____ # of lots
