



Plan Review Fee Waiver Request Form

INSTRUCTIONS:

1. Complete this form and submit required documents (see checklist).
2. Mail the completed form and all attachments to:
askplanning@washco-md.net Attn: Director of Planning and Zoning
3. A complete application will be forwarded to the County Administrator for review and may be taken to the Board of County Commissioners at a regular meeting.
4. Upon receipt of a decision, the applicant will be notified, and any fee updates will be made.
5. Please contact the Division of Permits and Inspections to request waiver of any building or trade permit fees.

PROPERTY INFORMATION

Property Name

Street Address

City

Zip

Tax Account ID Number:

PROPERTY OWNER INFORMATION

Name

Mailing Address

City

State

Zip

Telephone

Email Address

Is this property owner a 501(c)3 organization?

Yes

No

NOTE: If yes, please provide a copy of the 501(c)3 document associated with the property owner.



PROJECT INFORMATION

Record Number(s):

Project Description:

Reason for Request:

PLAN SUBMITTAL TYPE (SELECT ALL THAT APPLY)

Site Plan	Residential	Non-Residential	Redline		
Subdivision Plat	Preliminary	Final	Combined Prelim/Final	Replat	Simplified
Preliminary Plat/Site Plan	Residential	Non-Residential			
Forest Conservation Plan	Preliminary	Final	Combined Prelim/Final	Exemption	
PUD/MX Development Plan	Preliminary	Final	Combined Prelim/Final		
Other Plan	Preliminary Consultation	Cluster Plan	Forest Stand Delineation		
	Grading Plan	Standard Grading Plan	Standard Stormwater Plan		
	Stormwater Concept Plan	2-Year Update	Town Plan	Traffic Study	

FEE INFORMATION

Total Amount of Fees to be Waived:

Have any fees been paid prior to this request: Yes No

If yes, please provide record number(s) and amount(s):

NOTE: A completed fee summary worksheet must be attached.



APPLICATION CHECKLIST

Application Form - All fields have been filled.

Signature - All signatures have been completed.

501(c)3 Documents Provided - If a project is associated with a 501(c)3, a copy of IRS determination letter, copies of financial statements which include current balance and income and a current IRS Form 990.

Fee Summary Worksheet - A completed fee summary worksheet is attached including any anticipated fees for all steps of the plan review process.

I attest that I have read and understand the Plan Review Fee Waiver Request Application and that the information provided in this application is true, completed and accurate to the best of my/our knowledge and belief. I understand this application will be forwarded to the County Administrator for review and may be reviewed by the Board of County Commissioners during a regular meeting.

Signature of Property Owner

Printed Name of Property Owner

Date

Signature of Applicant/Requestor

Printed Name of Applicant/Requestor

Date

County Use Only

The Board of County Commissioners, or designated representative, has reviewed the form for Plan Review Fee Waiver Request for the above-named property and has determined that the project described herein is consistent with the intent of the Fee Waiver Policies for the County:

Signature of County Administrator

Printed Name of County Administrator

Date