



New Market General Permit Application

Are you planning a change to your property? Any visual change to your property and structures located on it will require approval from one or all of the following boards: Planning & Zoning (P&Z), Historic District Commission (HDC), Architectural Review Commission (ARC), your Homeowners Association, and Frederick County.

Town Office:

39 W. Main Street, PO Box 27, New Market MD 21774

301.865.5544 (main #) 301.865.5638 (fax#)

Mayor Winslow F. Burhans III

Clerk to P&Z and HDC/ARC: Karen Durbin

(karentownofnewmarket@gmail.com)

Clerk to Council: Deb Butler (debtownofnewmarket@gmail.com)

Planning & Zoning: Howard Edwards, Chairman

HDC/ARC: Kevin Witmer, Chairman

Zoning Administrator: Bruce Galloway

Zoning Certificate Fees:

New Buildings (Single Family Dwelling)	\$250
Multiple Family Dwelling Per Unit	\$250
Accessory Building	\$50
Commercial and Industrial Buildings	\$1/\$1000
Remodeling and Alteration (requiring P&Z approval)	\$50
Remodeling and Alternation when demolition permit requested	\$1000
Notice of Appeal to Board of Appeals	\$250
Occupancy Permit	\$50



New Market General Permit Application Process

1. Obtain an application form from the Town Office or the Town Website. Complete the application and return it with the following as applicable:
 - Application Fee
 - Detailed drawings or sketches
 - Architect's or engineer's drawings
 - Manufacturer's literature
 - Photographs
 - Landscape drawings
 - Color samples
 - Plat of Property
 - HOA Approval Letter
 - Other supporting documentation that will explain your application in detail.
2. Return your application to the town Office or a town official at least two (2) weeks prior scheduled meeting (P&Z is the first Thursday of the month at 7:00 p.m. and the HDC/ARC meeting is the second Tuesday of the month at 7:00 p.m.). Your presence may be requested at one or both of the meetings. Failure to attend the meeting may cause a delay in the approval process.
3. If a Frederick County permit is required the application must present the approved application along with the approval letter from the Town. The applicant will need to phone the Town office (301.865.5544) with the Application Number (AP#) that is given to them by Frederick County. The Town will then complete the approval process in the Frederick County computer system.
4. Upon completion and approval of the steps listed above, construction may begin.
5. Not every approval step may be required for each application. We will help guide you through the process. Please call with any questions or concerns (301.865.5544).