



New Market Permit Application

Docket#: _____ Date: _____

Property Location: _____

Owner's Name: _____

Address: _____

Phone # (H) _____ Cell # _____ Work # _____

Description of Work: _____

Planning & Zoning:

Initial Construction _____
Building Addition _____
Storage Building _____
Driveway _____
Deck/Patio _____
Porch _____
Garage _____
Sign _____
Other _____

HDC/ARC:

Sign _____
Color Change _____
Roof/ Siding/ Shutters _____
Landscaping _____
Fence _____
Deck/Patio _____
Porch _____
Garage _____
Door/Windows _____

- I hereby certify that all information herein provided is true and accurate. I hereby authorize the inspection of the above premises by authorized agents of Planning & Zoning Commission and the Historic District commission/Architectural Review Committee at any reasonable time in order to determine compliance with the Commission's approval. Work not performed as described is subject to legal action.
- I understand that this permit is valid for one (1) year, a six (6) month extension can be granted by Planning & Zoning only.

Signature: _____ Date: _____

Planning & Zoning:

N/A: _____
Approved: _____
Disapproved: _____
Conditions: _____

Chairman: _____
Date: _____

HDC/ARC:

N/A: _____
Approved: _____
Disapproved: _____
Conditions: _____

Chairman: _____
Date: _____

Per Frederick County: Must provide them with Property Set backs for all applications:

Front Yard _____ Side Yard _____ Rear Yard _____

Zoning Administrator: _____

Date: _____ Approved _____ Disapproved _____

Fee Paid: \$ _____ Check # _____ Cash



New Market Permit Application

Are you planning a change to your property?

Any visual change to your property and the structures located on it will require approval from on or all of the following boards.

You may be required to get approval from: Planning & Zoning, Historic District Commission (HDC), Architectural Review Commission (ARC), and Frederick County.

Town office:

39 W. Main Street

P.O. Box 27

New Market MD 21774

301-865-5544 (Main#)

301-865-5638 (Fax#)

Town website: www.townofnewmarket.org

Mayor Winslow F. Burhans III

Town Clerks:

Karen Durbin

Email: karentownofnewmarket@gmail.com

Deb Butler

Email: 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)	\$250.00
Multiple Family Dwelling per Unit	\$250.00
Accessory Building	\$50.00
Commercial and Industrial Buildings	\$1/\$1,000
Remodeling and Alteration (requiring P&Z Approval)	\$50.00
Remodeling and Alteration when demolition permit requested	\$1,000.00
Notice of Appeal to Board of Appeals	\$250.00
Occupancy Permit	\$50.00



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New Market 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:
 - \$50 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 documents that will explain your application in detail.
2. Return your application to the town office or a town official at least 2 weeks prior to the scheduled Planning & Zoning meeting.
3. You will be required to attend the following meetings to explain your application and to answer any questions regarding your application. Failure to attend the meeting may cause a delay in the approval process.
 - Planning & Zoning - Meets on the **1st Thursday** of every month at 7:00 in the Town Hall, 39 W. Main Street
 - HDC/ARC - Meets the **2nd Tuesday** of every month at 7:00 in the Town Hall.
4. If a Frederick County permit is required the applicant must present the approved application along with the approval letter from the Town. The applicant is also asked to phone the Town office (301-865-5544) with an Application number that is given to them by Frederick County, so that the Town can finish our approval process in the Frederick County computer system.
5. Upon completion and approval of steps listed above, construction may begin.
6. Not every approval step may be required for every application. We will help guide you through the process. The mayor and town officials are here to help you. Please ask if you have any questions.