TOWN OF NEW MARKET
NEW CONSTRUCTION ZONING CERTIFICATE

Residential • Commercial • Industrial

Residential Fee: $300.00 | Commercial Fee: $400.00 | Industrial Fee: $400.00

Before you begin: Complete all fields. If a field does not apply, write “N/A.” Leave Town staff-only sections blank.
Other county or state permits may be required.

1. Application details

Application date

Application fee (Town staff)

Town zoning classification

☐ Privately owned ☐ Publicly owned

Applicant name

Phone number

Email address

Applicant mailing address

Property owner name(s), if different

Contractor / company name

Contractor phone

Contractor email

Contractor mailing address

2. Property information

Use property records or a site plan if available.

Property street address

Subdivision name

Section (if any)

Lot number

Property ID number

Tax map

Parcel number

Lot size

Lot dimensions (length × width)

*Front setback

*Rear setback

*Left setback

*Right setback

Number of off-street parking spaces

Water supply

Sewage / sewer

**Setbacks are the distances between the building or proposed work and the property lines.*

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3. Describe your project

Intended use (example: single-family home)

Type of improvement — select all that apply:

- ☐ New residential construction
- ☐ Addition
- ☐ New commercial construction
- ☐ Nonresidential project
- ☐ Other:

Type of use / structure — select all that apply:

- ☐ Single family home detached unit
- ☐ Two-family home
- ☐ Three or more residentials on one lot
- ☐ Townhouse/villa
- ☐ Garage/shed
- ☐ Commercial building – shell
- ☐ Accessory dwelling units
- ☐ Commercial building – with use identified
- ☐ Industrial building
- ☐ Other:

Garage: number of cars

Parking area - number of spaces

Other structure / use

House / building type (SFD/TH/MX/Commercial/Office/Industrial)

Pre-Approved Elevation / model (if applicable)

Other

- ☐ Does project include changes to electrical service
- ☐ Is site currently served by public water
- ☐ Does project include changes to water & sewer fixtures
- ☐ Is site currently served by public sewer

Purchaser selection of builder offered options, if any:

4. Applicant certification and signature

By signing below, I certify that I am authorized to submit this application; that the information provided is correct to the best of my knowledge; and that the work will comply with applicable Town regulations. I understand that this permit does not replace any other required state or local permits. Please confirm the applicable permit expiration period with the Town.

Applicant signature (type or sign)

Date signed

Printed name

Mailing address

Phone number

5. Other permits and approvals

Check or complete these items as applicable. Contact the Town or county if you are unsure which approvals are needed.

- ☐ County building permit
- ☐ County plumbing permit
- ☐ County electrical permit
- ☐ County Health Department approval
- ☐ County water & sewer department approval
- ☐ Other approval: _____

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TOWN STAFF PROCESSING — STAFF ONLY

6. Application decision (TOWN USE ONLY)

☐ Approved ☐ Denied ☐ Pending / other

Decision date

Approved:

Permit Number

Reason for denial or staff notes

7. Fees and permit record

Fee paid ($)

Check number / payment reference

Permit Number

8. Permit processing checklist

☐ Plot plan required

☐ Plot plan meets Town requirements

☐ Plot plan to be taken to County

☐ Driveway/ROW restoration permit required

☐ State Roads Agency (freestanding signs and state road access)

☐ County Health Department

☐ HDC/ARC pre-approval of Certificate of Appropriateness

☐ Other

9. Helpful contact information

Frederick County Department of Permits and Inspections
30 North Market Street, Frederick, MD
Phone: 301-600-2313
Website: www.frederickcountymd.gov (Permits and Inspections)