



Public Health

Prevent. Promote. Protect.

Frederick County Health Department

Barbara A. Brookmyer, M.D., M.P.H. • Health Officer

Property Owner Steps for Recording a Well Deviation

IMPORTANT: Property owner should confirm that the responsible party (builder, plumber, etc.) has submitted the "Well Deviation Request Form" to the Frederick County Health Department (FCHD). This form outlines the steps taken to attempt removal of well contamination. Once the FCHD has reviewed and approved the "Well Deviation Request Form," the property owner will be notified by phone. The approval process may take up to five (5) business days. Property owner must receive notification of approval before completing any of the below steps.

The "Disclosure of Permanent Deviation Form" is an agreement between the property owner and the FCHD for a Certificate of Potability (COP) that requires permanent treatment. The "Land Recordation Affidavit Form" is the recording of the formal agreement at the Courthouse so that it is attached to the property deed. To complete this process, the property owner must follow the below steps:

1. Pick up the "Land Recordation Affidavit Form" and the Environmental Health Director's signed "Disclosure of Permanent Deviation Form" from the FCHD, located at 350 Montevue Lane. The packet can be picked up at the Environmental Health front desk, 8 to 5, Monday through Friday.
2. Sign the "Disclosure of Permanent Deviation Form" in the presence of a notary public. This document must be signed by **all** owners listed on the deed.
3. Take the notarized "Disclosure of Permanent Deviation Form" to the Frederick County Treasury Department at 30 North Market Street. The Treasurer will verify that no taxes are due on the property and provide a validation stamp.
4. Take the stamped "Disclosure of Permanent Deviation Form" and the "Land Recordation Affidavit" to the Clerk of the Circuit Court at 100 West Patrick Street. Submit the "Disclosure of Permanent Deviation Form," complete the "Land Recordation Affidavit" in the presence of the Clerk, and pay recordation fee.
5. Bring the signed affidavit back to the Health Department to pick up the COP.

Barry Glotfelter • Director



Environmental Health Services • 350 Montevue Lane • Frederick, MD 21702
Phone: 301-600-1715 • Fax: 301-600-3180 • MD TTY: 1-800-735-2258





Below, you'll find the contact information for each office involved in the recordation process.

Frederick County Health Department – Environmental Health

Address: **Entrance D**, 350 Montevue Lane, Frederick, MD 21702

Hours: 8AM-5PM Monday-Friday

Phone: 301-600-1717

Website: <https://health.frederickcountymd.gov/132/Environmental-Health>

Frederick County Treasury Department

Address: 30 N. Market Street Frederick, MD 21701

Hours: 8AM-4PM Monday-Friday

Phone: 301-600-1111

Website: <https://frederickcountymd.gov/69/Treasury>

Circuit Court for Frederick County

Address: 100 W. Patrick Street, Frederick, MD 21701

Hours: 8AM-4:30PM Monday-Friday

Phone: 301-600-1976

Website: <https://www.courts.state.md.us/clerks/frederick>