

From: The City Of Frostburg Planning And Zoning Department
planning.frostburgcity.org@usa.com
Sent: Tuesday, February 17, 2026 2:38 PM
To: [REDACTED]
Subject: [REDACTED] Street - Special Exception

The City Of Frostburg Planning And Zoning Department

37 S Broadway, Frostburg, MD 21532.

Dear [REDACTED],

I hope this email finds you well

This email serves as a formal reminder regarding the **outstanding invoice for the Application Review & Approval fee** associated with your **Special Exception** property located at [REDACTED] Street.

To ensure the efficient processing and timely approval of these applications, it is imperative that the **attached invoice for the Application Review & Approval Fee** be settled promptly. The fee is essential to our **Planning Department's ability** to complete a thorough evaluation of your application and to facilitate all necessary steps in the approval process. This includes administrative processing, expert reviews, and contract staff payments.

Importance of the Application Review & Approval fee.

Your fee payment supports several critical functions within our department and benefits the state at large by ensuring that every application receives comprehensive and diligent review. Specifically, your payment will contribute to:

- **Comprehensive Application Review:**
 - Funds an in-depth evaluation of your project to ensure that the proposed upgrades comply with local zoning, building codes, and land use regulations.
- **Approval Processing:**
 - Covers administrative costs, including document verification and internal coordination, necessary to prepare your application for review by the Planning Commission.
- **Regulatory Compliance Evaluation:**

- Ensures that your project meets all applicable statutory and regulatory requirements, thus safeguarding public safety and maintaining planning standards.
- **Expert Reviews:**
 - Provides for consultations with planning professionals, legal advisors, and technical experts who rigorously assess the feasibility and impact of your project.
- **Contract Staff Payments:**
 - Compensates contract personnel who assist in the detailed review and processing of your application, ensuring an efficient evaluation process.
- **Support for State and Local Planning Initiatives:**
 - Contributes to broader efforts aimed at maintaining effective land use policies and promoting sustainable urban development, benefiting the entire community and state.

For proper auditing and inclusion into the Planning Commission agenda, all correspondence regarding this matter must be communicated via email.

Next Steps:

1. **Reply to this email** to request the invoice wire instructions.
2. **Settle the issued wire instructions** in full to enable the approval process.
1. **Return a signed copy** of the payment confirmation to this email for verification and inclusion in the Planning Agency agenda.

Should you have any questions or need further assistance regarding the payment process, do please reply this email. We appreciate your prompt attention to this matter and we look forward to assisting you further.

Thank you for your prompt attention to this matter.

Best Regards.

Rob Mattei
Director

The City Of Frostburg Planning And Zoning Department

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