COMMUNITY DEVELOPMENT DIVISION
FREDERICK COUNTY, MARYLAND

Board of Appeals

30 North Market Street ● Frederick, Maryland 21701
301-600-2572 ● FAX 301-600-2309 ● TTY: Use Maryland Relay
www.FrederickCountyMD.gov/planning

APPEAL OF ADMINISTRATIVE DECISION-APPLICATION-(BOA)

(Applicant charging administrative error or action)

Required for Submission

☐ 20 copies -Justification letter, to include the following information:
1. Applicable section(s) of the Zoning Ordinance, which applicant is appealing decision of the administrative officer.
2. Date of ruling or action.
3. Official or Agency from whose ruling or the action of this appeal.
4. Brief description of ruling or action from which appeal is made.
5. Other information relevant to appeal.

☐ 20 copies- Of Ruling or document indicating action.

☐ 20 copies-Concept Plan & Illustrative Notes and other supporting documents. (folded 8-1/2 x 11)

☐ 1 copy -Of Maryland Department of Assessments and Taxation print out, Phone (301)815-5350, *www.dat.state.md.us*

Property Information:

Tax Map _____ Parcel # _____ Tax ID# _____ Acres _____

Property Owner: _____

Address / Location: _____

Adjoining Property Owner: _____

Address: _____

Adjoining Property Owner: _____

Address: _____

Adjoining Property Owner: _____

Address: _____

Adjoining Property Owner: _____

Address: _____

Additional information required on back →

Appellant _____

Address _____

_____

Phone _____

Check one for Determination Letter:
☐ Mail ☐ Email _____

Internal use Only

BOA#	
Zoned:	ID#
TM	P
Filed Date:	
Hearing Date:	

I herby affirm that all of the statements and information contained in or filed with this appeal are true and correct.

_____ _____

Printed name **Signature of Appellant** **Date**

NOTARY PUBLIC

Subscribed and sworn to before me the day and year from above written.

_____ _____

NOTARY PUBLIC-printed name NOTARY PUBLIC-signature

SEAL

My Commission expires: _____

FEES

Checks made payable to Treasurer of Frederick County-Additional fees may be due per Fee Ordinance Resolution 12-07

(ADMINER)

1. Appeal Fee	$330.00
Total =	