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

SPECIAL EXCEPTION-APPLICATION (BOA)

Required for Submission

☐ Application is a result from meeting with:
Zoning Planner _____ Date _____

☐ 20 copies -Justification letter, to include the following information:
1. Address of property.
2. Existing Zoning of Property.
3. Proposed use under the zoning ordinance.
4. Applicable section(s) of the Zoning Ordinance, for Use Proposed.
5. General and or Specific Criteria.
6. Other information relevant to special exception request.

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

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

Property Information:

Previous Board of Appeals Case # _____

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

Public Water _____ Public Sewer _____ or Private Well _____ Private Septic _____

Property Owner: _____

Address / Location: _____

Appellant's present legal interest in the above property:
(Check all that apply)

☐ Owner (including joint ownership) ☐ Contract to purchase

☐ Lessee ☐ Contract to lease or rent

☐ Other (describe) _____

_____

_____

_____

Additional information required on back →

Petitioner _____

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 Petitioner** **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

Limited Ag Activity (LIMAGACT)	$ 100.00
Activity within FP or Danger Reach Area (FLDANREA)	$ 550.00
All Other Uses (SPCLEXCPT)	$ 825.00
Total=	