



**DIVISION OF PLANNING & PERMITTING
FREDERICK COUNTY, MARYLAND**

30 North Market Street • Frederick, Maryland 21701
Phone (301) 600-1138 • Fax (301) 600-1645 <http://www.frederickcountymd.gov>

BOARD OF APPEALS

ACCESSORY DWELLING UNIT

Required for Submission:

- 1.) Note in the comments the need for Special Exception ADU and Zoning Planner the applicant spoke with.
- 2.) Justification letter, to include the following information:
 - a. Address of property.
 - b. Existing Zoning of Property.
 - c. Proposed use under the zoning ordinance.
 - d. Applicable section(s) of the Zoning Ordinance, for Use Proposed.
 - e. General and or Specific Criteria.
 - f. Other information relevant to special exception request.
- 3.) Concept Plan & Illustrative Notes and other supporting documents.

Zoning Fee: \$215.00

ADMINISTRATIVE ERROR/ALL OTHER APPEALS

Required for Submission:

- 1.) Justification letter to include
 - a. Applicable section(s) of the Zoning Ordinance, which applicant is appealing decision of the administrative officer.
 - b. Date of ruling or action.
 - c. Official or Agency from whose ruling or the action of this appeal.
 - d. Brief description of ruling or action from which appeal is made.
 - e. Other information relevant to appeal.
- 2.) Copy of Ruling or document indicating action
- 3.) Copy of Concept Plan & Illustrative notes and other supporting documents

Zoning Fee: \$355.00

ALL OTHER SPECIAL EXCEPTIONS

Required for Submission:

- 1.) Note in the comments the need for Special Exception and Zoning Planner the applicant spoke with.
- 2.) Justification letter, to include the following information:
 - a. Address of property.
 - b. Existing Zoning of Property.
 - c. Proposed use under the zoning ordinance.
 - d. Applicable section(s) of the Zoning Ordinance, for Use Proposed.
 - e. General and or Specific Criteria.
 - f. Other information relevant to special exception request.
- 3.) Concept Plan & Illustrative Notes and other supporting documents.

Zoning Fee: \$889.00

COUNTY COUNCIL OR PLANNING COMMISSION

Required for Submission:

- 1.) Justification letter to include
 - a. Applicable section(s) of the Zoning Ordinance, which applicant is appealing decision of the administrative officer.
 - b. Date of ruling or action.
 - c. Official or Agency from whose ruling or the action of this appeal.
 - d. Brief description of ruling or action from which appeal is made.
 - e. Other information relevant to appeal.
- 2.) Copy of Ruling or document indicating action
- 3.) Copy of Concept Plan & Illustrative notes and other supporting documents

Zoning Fee: \$1,292.00

FLOODPLAIN OR DANGER REACH AREA

Required for Submission:

- 1.) Note in the comments the need for Special Exception and Zoning Planner the applicant spoke with.
- 2.) Justification letter, to include the following information:
 - a. Address of property.
 - b. Existing Zoning of Property.
 - c. Proposed use under the zoning ordinance.
 - d. Applicable section(s) of the Zoning Ordinance, for Use Proposed.
 - e. General and or Specific Criteria.
 - f. Other information relevant to special exception request.
- 3.) Concept Plan & Illustrative Notes and other supporting documents.

Zoning Fee: \$592.00

LIMITED AG ACTIVITY

Required for Submission:

- 1.) Note in the comments the need for Limited Ag Activity and Zoning Planner the applicant spoke with.
- 2.) Justification letter, to include the following information:
 - a. Address of property.
 - b. Existing Zoning of Property.
 - c. Proposed use under the zoning ordinance.
 - d. Applicable section(s) of the Zoning Ordinance, for Use Proposed.
 - e. General and or Specific Criteria.
 - f. Other information relevant to special exception request.
- 3.) Concept Plan & Illustrative Notes and other supporting documents.

Zoning Fee: \$108.00

VARIANCE

Required for Submission:

- 4.) Note in the comments the need for Variance and Zoning Planner applicant spoke with.
- 5.) Justification letter, to include the following information:
 - a. Existing Zoning of Property.
 - b. Applicable section(s) of the Zoning Ordinance, for which applicant is appealing.
 - c. Describe the nature and size of the desired variance from such Ordinance requirement(s).
 - d. Particular requirement(s) from which a variance is desired.
 - e. Describe the difficulty or hardship upon the owner if the requested variance is not granted.
 - f. Describe any slope, shape or significant lot characteristics.
 - g. Other information relevant to appeal request.
- 6.) Concept Plan & Illustrative Notes and other supporting documents

Zoning Fee: \$592.00

PAYMENTS: Payment may be made online on the Rhythm for Civics Portal, mailed to Department of Development Review and Planning, 30 North Market Street, Frederick, Maryland, 21701 or in person. Please make check payable to Frederick County and reference the Project Number. Additional fees may be due per fee schedule FY2020