



DIVISION OF PLANNING AND PERMITTING FREDERICK COUNTY, MARYLAND

30 North Market Street • Frederick, Maryland 21701 • (301) 600-1138

BOARD OF APPEALS

Application is made on the Application Portal <https://planningandpermitting.frederickcountymd.gov/>

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 \$232.00

ADMINISTRATIVE ERROR/ALL OTHER APPEALS

Required for Submission:

1. Justification Letter, to include the following information:
 - a. Applicable sections(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 \$382.00

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 \$959.00

COUNTY COUNCIL OR PLANNING COMMISSION

Required for Submission:

1. Justification Letter, to include the following information:
 - a. Applicable sections(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 \$1,394.00

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 \$639.00

LIMITED AG ACTIVITY

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 \$116.00

VARIANCE

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. Existing Zoning of property
 - b. Applicable sections(s) of the Zoning Ordinance, which applicant is appealing
 - c. Describe the nature and size of the desired variance from such Ordinance requirements(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
3. Concept Plan & Illustrative Notes and other supporting documents.

ZONING Fee \$639.00

PAYMENTS: Payment may be made online using the Application Portal. You may also mail a check to the 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. Fees may not be paid until notice to pay fees is received.