



FREDERICK COUNTY GOVERNMENT

DIVISION OF PLANNING & PERMITTING
Department of Development Review and Planning

Jan H. Gardner
County Executive

Steven C. Horn, Division Director
Michael L. Wilkins, Director

HOW TO APPLY VIA PUBLIC PORTAL

BOARD OF APPEALS – 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

Please visit the Public Portal at planningandpermitting.frederickcountymd.gov and create an account if you have not already done so.

From your My Dashboard page in the Public Portal you will want to click on the “[Submit an Application/Request](#)” link pictured below

The screenshot shows the 'My Dashboard' page of the Frederick County Public Portal. At the top, there are navigation links: 'My Dashboard', 'Lookup Record', and 'Submit an Application/Request' (highlighted in yellow). Below the navigation, the user is greeted with 'Welcome, KELLY!'. The user's profile information is displayed in three columns: Username (kvanaman@frederickcountymd.gov), Address (30 N Market St, Frederick, MD 21701), and Contact (301.650.2328, kvanaman@frederickcountymd.gov). A 'My Profile' button is located below the profile information. A yellow banner indicates: 'For optimal performance this site should be viewed using a desktop browser'. On the right side, there is a 'MY FEES' section showing 'Total Amount Due' as '\$0.00' and a 'Make Payment' button. Below this, it states 'You have 0 unpaid fees' and provides a 'Go to my fees' link. At the bottom, there is a 'My Projects' section with a 'Filter' dropdown (showing 1 item), a 'Clear All' button, and a 'Map' toggle switch. A message at the bottom of the projects section reads: 'There are no projects to display here.'

Once you have done that on the next page you will select the **“Planning”** application tab located in the right hand column pictured below

Frederick County
My Dashboard Lookup Record Submit an Application/Request

Submit a New Record

Choose a Record Record Information Additional Information Review Confirmation

County Request

Choose from the list below to report an issue or complaint.

Anonymous Potential County Code Violation

- ▶ Building Permit Related Complaints
- ▶ Fire Marshal Related Complaints
- ▶ Forest Resource Ordinance Complaints
- ▶ Grading/Drainage Related Complaints
- ▶ Health Department Related Complaints
- ▶ Zoning Department Related Complaints

Planning, Permits and License Applications

Apply for a permit, license or planning application.

- ▶ Building Permits
Building Permit Application Types
- ▶ Business License
Business License Application Types
- ▶ **Planning**
Planning Application Types
- ▶ Trade License
Trade License Application Types
- ▶ Use Permits
Use Permits Application Types

A drop down menu will open and you will then select the **“Board of Appeals Planning Application”** link

Frederick County
My Dashboard Lookup Record Submit an Application/Request

Submit a New Record

Choose a Record Record Information Additional Information Review Confirmation

County Request

Choose from the list below to report an issue or complaint.

Anonymous Potential County Code Violation

- ▶ Building Permit Related Complaints
- ▶ Fire Marshal Related Complaints
- ▶ Forest Resource Ordinance Complaints
- ▶ Grading/Drainage Related Complaints
- ▶ Health Department Related Complaints
- ▶ Zoning Department Related Complaints

Planning, Permits and License Applications

Apply for a permit, license or planning application.

- ▶ Building Permits
Building Permit Application Types
- ▶ Business License
Business License Application Types
- ▼ Planning
Planning Application Types
 - Board of Appeals Planning Application**
- ▶ Adequate Public Facilities (APFO)
- ▶ Construction Drawings
- ▶ Forest Resource Ordinance Plan Application (FRO)

This will bring you to the Board of Appeals application please fill out all of the required fields and make sure in the **“Work Type”** field you select the **Administrative Error/All Other Appeals** work type

Submit a New Record

[Save Progress](#)

Progress bar: Choose a Record (selected), Record Information, Additional Information, Review, Confirmation

Instructions

Rezoning/Map Amendment/Floating Zone/DRRA
Application Requirements

Please upload the following documents in addition to completing the submittal questions below:

For all BOA applications:

- If the person filing the Appeal is not the property owner, a notarized affidavit of ownership authorizing said person to make the Appeal must be filed.
- If the person filing the Appeal is a contract purchaser, a copy of the contract must be filed.

What kind of record are you submitting?
Board of Appeals Planning Application

Name of Project * ⓘ

Work Type (Please select this first) * ⓘ
ADMINISTRATIVE ERROR / ALL OTHER APPE

Occupancy Type * ⓘ
Select

Please make sure you attach the documents that are required for submission.

If you have any further questions, please contact:

Kelly Vanaman, Administrative Specialist at 301-600-2328