DIVISION OF PLANNING AND PERMITTING
FREDERICK COUNTY, MARYLAND

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

HOW TO APPLY VIA PUBLIC PORTAL

BOARD OF APPEALS – ALL OTHER SPECIAL EXCEPTIONS
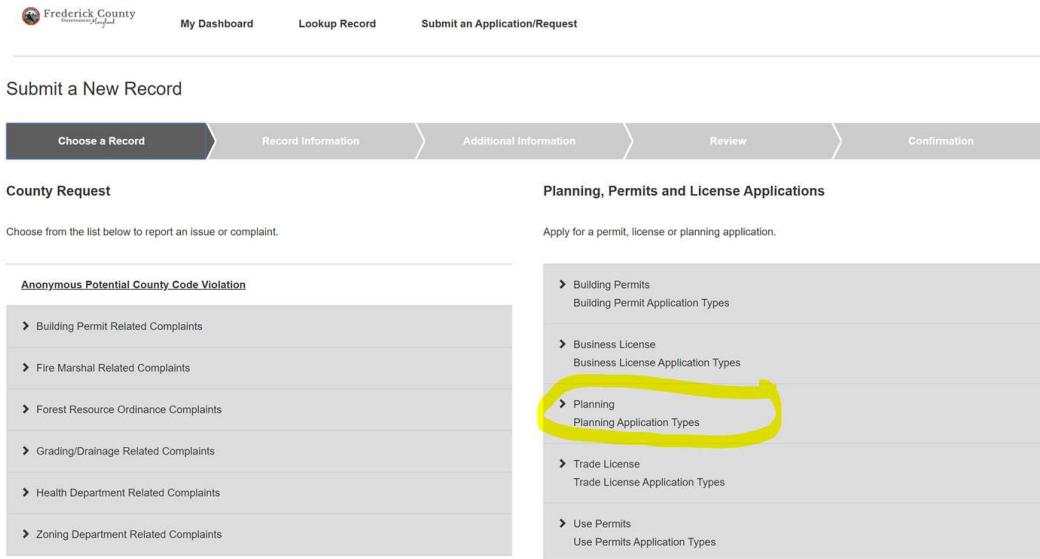
Required for Submission:

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. Provide responses to General and or Specific Criteria.
   f. Other information relevant to special exception request.
3.) Concept Plan & Illustrative Notes and other supporting documents.

Please visit the Public Portal at https://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

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

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

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 **All Other Special Exceptions** work type
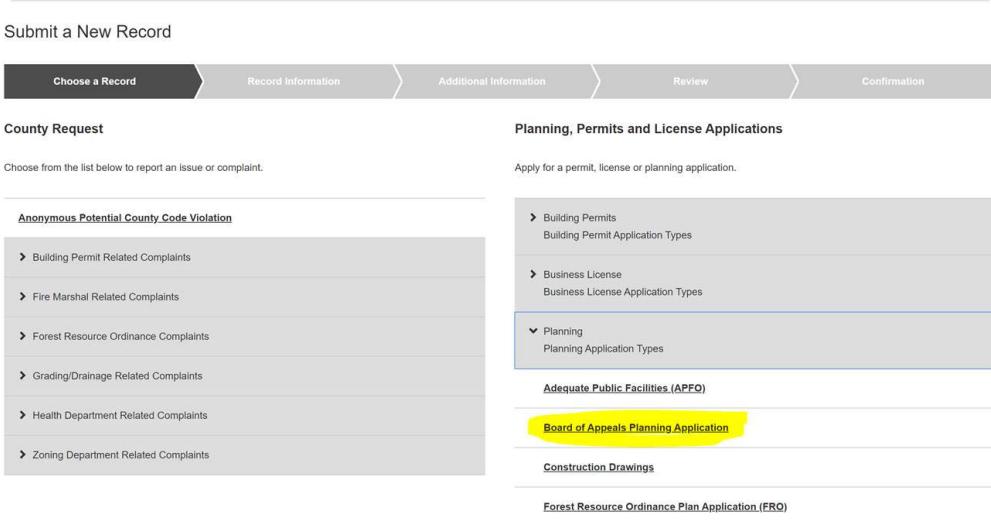
Submit a New Record   ✓ Save Progress

| ✓ Choose a Record | 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) * ⓘ   **Occupancy Type** * ⓘ
[All OTHER SPECIAL EXCEPTIONS   ⌄]   [Select   ⌄]

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

If you have any further questions, please contact:

PlanningandZoning@FrederickCountyMD.gov