



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

Frederick County
Community Development

My Dashboard Lookup Record **Submit an Application/Request**

Welcome, KELLY!

| | | |
|---|---|--|
| Username kvanaman@frederickcountymd.gov | Address 30 N Market St Frederick, MD 21701 | Contact (301) 600-2328 kvanaman@frederickcountymd.gov |
|---|---|--|

[My Profile](#)

For optimal performance this site should be viewed using a desktop browser

MY FEES 0

Total Amount Due
\$0.00

[Make Payment](#)

You have 0 unpaid fees.
[Go to my fees](#)

My Projects

Filter 1 Clear All Map ☐

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

The screenshot shows the 'Submit a New Record' page with a navigation bar at the top containing 'Frederick County', 'My Dashboard', 'Lookup Record', and 'Submit an Application/Request'. Below the navigation bar is a progress bar with five steps: 'Choose a Record', 'Record Information', 'Additional Information', 'Review', and 'Confirmation'. The 'Choose a Record' step is active. The page is divided into two columns. The left column is titled 'County Request' and contains a list of complaint types under the heading 'Anonymous Potential County Code Violation'. The right column is titled 'Planning, Permits and License Applications' and contains a list of application types. The 'Planning' application type is highlighted with a yellow circle.

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

The screenshot shows the 'Submit a New Record' page with the same navigation bar and progress bar as the previous image. The 'Choose a Record' step is active. The page is divided into two columns. The left column is titled 'County Request' and contains a list of complaint types under the heading 'Anonymous Potential County Code Violation'. The right column is titled 'Planning, Permits and License Applications' and contains a list of application types. The 'Planning' application type is expanded, showing a dropdown menu with the 'Board of Appeals Planning Application' link highlighted in yellow.

Submit a New Record

Choose a Record | Record Information | Additional Information | Review | Confirmation

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- › 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 **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