



# 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:

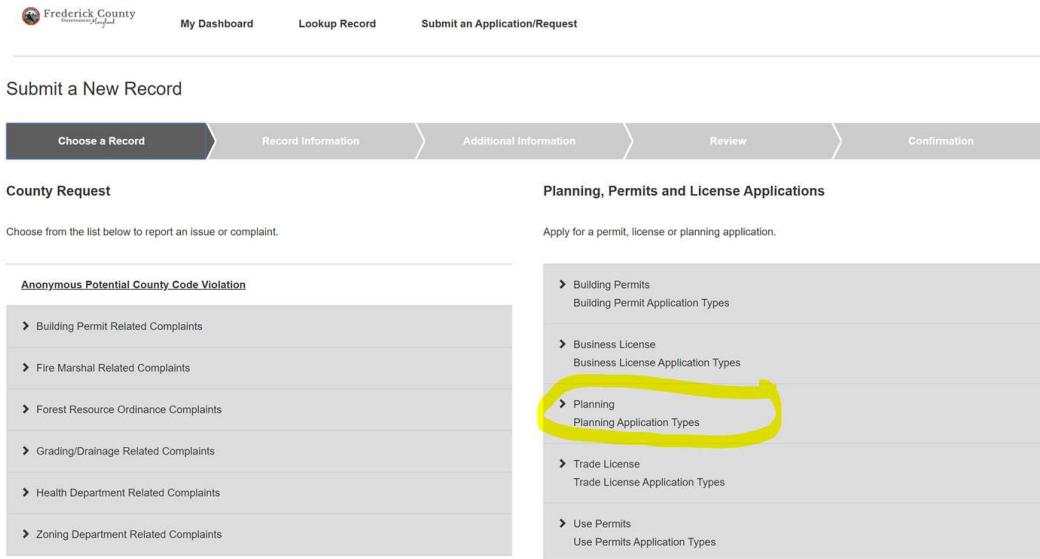
- 1.) Note in the comments the need for Special Exception and Zoning Planner the applicant spoke with
- 2.) Justification letter, to include the following information:
  - a. Address of property.
  - b. Existing Zoning of Property.
  - c. Proposed use under the zoning ordinance.
  - d. Applicable section(s) 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

The screenshot shows the Frederick County Public Portal's My Dashboard. At the top, there is a navigation bar with a user icon, "My Dashboard", "Lookup Record", and a yellow-highlighted "Submit an Application/Request" button. Below the navigation, a welcome message says "Welcome, KELLY!". Underneath, there are three columns of user information: "Username" (kvanaman@frederickcountymd.gov), "Address" (30 N Market St, Frederick, MD 21701), and "Contact" ((301)600-2328, kvanaman@frederickcountymd.gov). A "My Profile" button is located below these details. A yellow box at the bottom of the dashboard area contains the text: "For optimal performance this site should be viewed using a desktop browser". To the right, there is a "MY FEES" section with a "0" in a blue circle, showing "Total Amount Due" as \$0.00 and a "Make Payment" button. Below this, a message states "You have 0 unpaid fees." and "Go to my fees". At the bottom left, there is a "My Projects" section with a "Filter" dropdown, a "Clear All" button, and a "Map" toggle. A message in this section says "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**

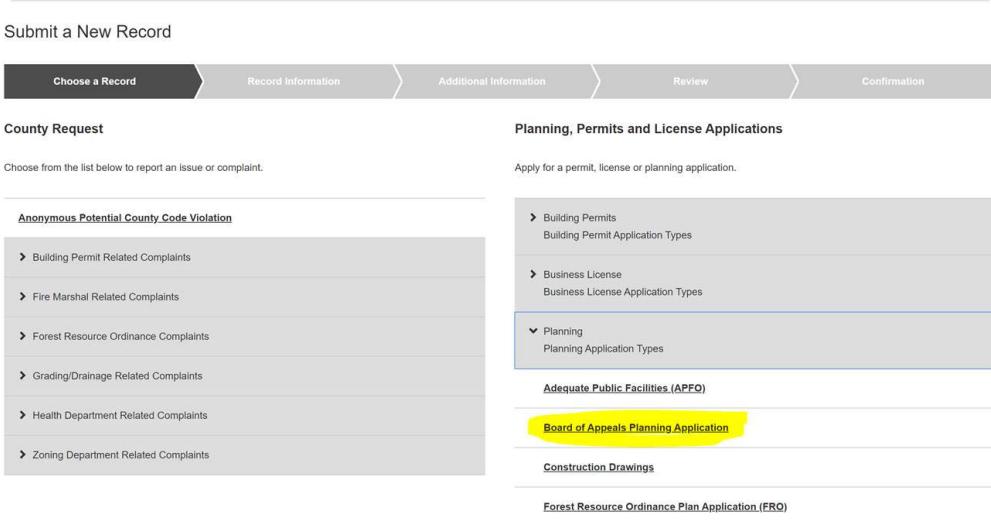
- Building Permit Related Complaints
- Fire Marshal Related Complaints
- Forest Resource Ordinance Complaints
- Grading/Drainage Related Complaints
- Health Department Related Complaints
- Zoning Department Related Complaints

**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



Submit a New Record

Choose a Record    Record Information    Additional Information    Review    Confirmation

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Planning Application Types

**Adequate Public Facilities (APFO)**

**Board of Appeals Planning Application**  

**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 \* 

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

If you have any further questions, please contact:

[PlanningandZoning@FrederickCountyMD.gov](mailto:PlanningandZoning@FrederickCountyMD.gov)