



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 – ALL OTHER SPECIAL EXCEPTIONS

Required for Submission:

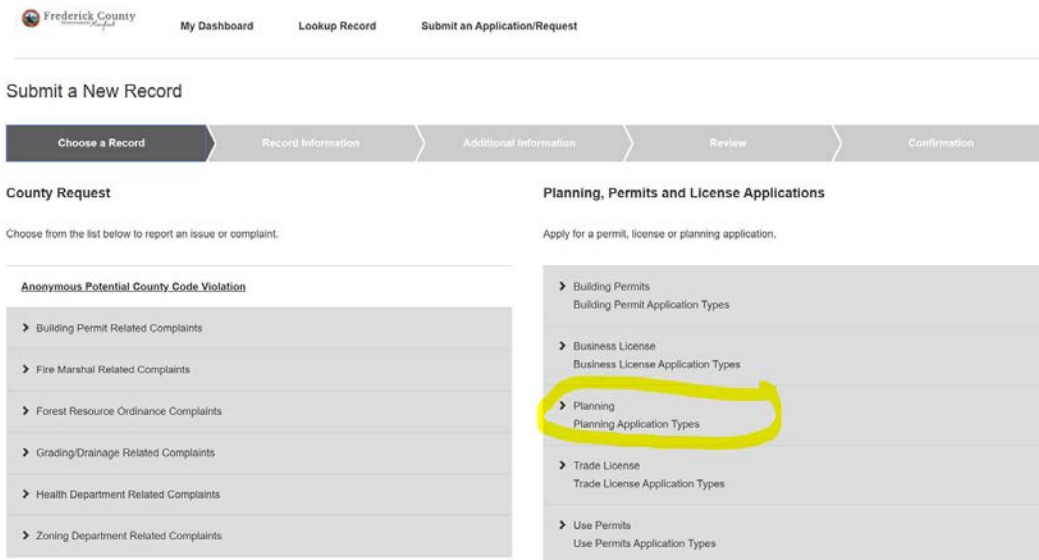
- 1.) Note in the comments the need for Special Exception and Zoning Planner the applicant spoke with
- 2.) Justification letter, to include the following information:
 - a. Address of property.
 - b. Existing Zoning of Property.
 - c. Proposed use under the zoning ordinance.
 - d. Applicable section(s)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

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

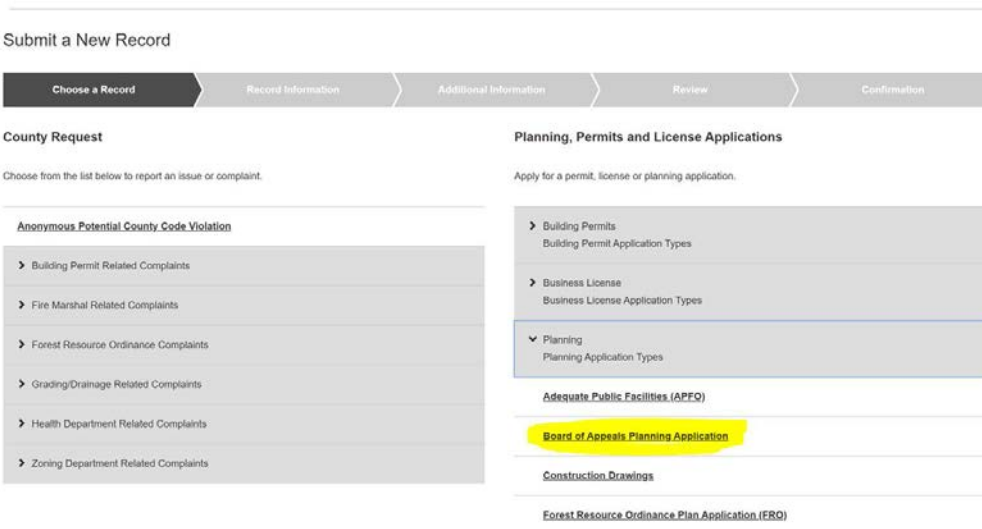
From your My Dashboard page in the Public Portal you will want to click on the **“Submit an Application/Request”** link pictured below

The screenshot shows the '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' (which is highlighted with a yellow circle). 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 (301 600-2328, kvanaman@frederickcountymd.gov). There is a 'My Profile' button 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 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 box at the bottom of the projects section states: '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



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

Re zoning/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) *

All OTHER SPECIAL EXCEPTIONS

Occupancy Type *

Select

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

If you have any further questions, please contact:

Mary Dolan at MMDolan@FrederickCountyMD.gov