



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 – VARIANCE

Required for Submission:

- 1.) Note in the comments the need for Variance and Zoning Planner applicant spoke with.
- 2.) Justification letter, to include the following information:
 - a. Existing Zoning of Property.
 - b. Applicable section(s) of the Zoning Ordinance, for which applicant is appealing.
 - c. Describe the nature and size of the desired variance from such Ordinance requirement(s).
 - d. Particular requirement(s) from which a variance is desired.
 - e. Describe the difficulty or hardship upon the owner if the requested variance is not granted.
 - f. Describe any slope, shape or significant lot characteristics.
 - g. Other information relevant to appeal request.
- 3.) Concept Plan & Illustrative Notes and other supporting documents

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



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 progress bar at the top containing 'Choose a Record', 'Record Information', 'Additional Information', 'Review', and 'Confirmation'. The 'Choose a Record' step is active. Below the progress bar, there are two main sections: 'County Request' and 'Planning, Permits and License Applications'. The 'County Request' section has a sub-header 'Anonymous Potential County Code Violation' and a list of complaint types. The 'Planning, Permits and License Applications' section has a sub-header 'Apply for a permit, license or planning application.' and a list of application types. The 'Planning' application type is highlighted with a yellow circle.

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

This screenshot is similar to the previous one, but the 'Planning' dropdown menu is expanded. The 'Board of Appeals Planning Application' link is highlighted with a yellow box. Other links visible in the dropdown include 'Adequate Public Facilities (APFO)', 'Construction Drawings', and 'Forest Resource Ordinance Plan Application (FRO)'.

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 **Variance** 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 * 📄

VARIANCE ▼

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