



DIVISION OF PLANNING AND PERMITTING  
FREDERICK COUNTY, MARYLAND

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

Case Number: \_\_\_\_\_

**AFFIDAVIT IN COMPLAINE WITH FREDERICK COUNTY  
ZONING ORDINANCE – SECTION 1-19-3.200.2(C)**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
before me the subscriber, Notary Public of the State and County aforesaid, personally  
appeared \_\_\_\_\_ and made oath in due for of law as follows:

That I have posted, within three (3) days after acceptance of the Board of Appeals application on  
the above captioned Board of Appeals case, scheduled for \_\_\_\_\_,

(Meeting Date)

Those sign(s) given to me by the Zoning Administrator, and that said sign(s) were erected on the subject  
property in accordance with the required distances and positioning as set out in the above reference  
Ordinance.

The signed are affixed in accordance with County guidelines and will be maintained at all times by the  
Applicant until the Planning Commission meeting is held. I understand that the Board of Appeals hearing  
on this case may be postponed if the sign(s) are not properly maintained. Photos of the posted placard(s)  
are provided with this signed affidavit.

\_\_\_\_\_  
(Signature)

Subscribed and sworn to before me the day and year from above written.

\_\_\_\_\_  
NOTARY PUBLIC – printed name

\_\_\_\_\_  
NOTARY PUBLIC – signature

SEAL

My Commission Expires: \_\_\_\_\_

**ATTENTION!**  
**Board of Appeals**

**Posting Requirements:**

**Affidavit and photos:**

- ❑ Staff will provide Applicant with a parcel-based vicinity map/aerial photo (in addition to affidavit) that shall be returned to the project planner with the location of the posted placards clearly identified.
- ❑ Affidavit and photos certifying the posting of the required placard must be returned to the project planner within 5 business days of the property posting.
- ❑ The project planner will then review posting locations for concurrency with Code requirements and the intent of providing for citizen awareness of the project. The responsibility of meeting Code posting requirements remains with the Applicant.

**Sign posting:**

**The premises MUST be posted in accordance with the following rules:**

- ❑ Placard must be posted **WITHIN THREE (3) DAYS** of FILING of the case. The affidavit certifying the posting of the required placard must also be filed on the day the property is posted.
- ❑ Signs must be erected in accordance with County guidelines:  
<https://www.frederickcountymd.gov/DocumentCenter/View/328293/Placard-Installation-Guidelines-2020>
- ❑ Placard must be placed on the property within ten (10) feet of all property lines which abut a public road.
- ❑ Placard must be posted in conspicuous manner, not over six (6) feet above the ground level and affixed to a sturdy frame where it will be clearly visible and legible to the public.
- ❑ Placard shall be maintained at all times by the Applicant until after the public meeting. If a new placard is needed or required please contact 301-600-1138. Applicant must document when the placard was removed or destroyed.
- ❑ If the required signage is not maintained, THE HEARING MAY BE RE-SCHEDULED.
- ❑ Photographs submitted with the intent of verifying placard posting shall include enough of the surrounding landscape to understand the context of the area where the placards have been placed, rather than merely showing the placard itself.