



DIVISION OF PLANNING AND PERMITTING FREDERICK COUNTY, MARYLAND

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

HOW TO APPLY VIA PUBLIC PORTAL REAR YARD MODIFICATION

Section 1-19-6.140(A) states "Side and rear yard width may be varied where the wall of a building is not parallel with the side or rear lot line or is broken or otherwise irregular. In such case the average width of the yard will be no less than the generally required minimum width; provided, that such yard will not be narrower at any point than one-half the normally required setback."

Required for Submission:

Point (A) measures _____ feet from the corner wall of the structure to the property line.

Point (B) measures _____ feet from the corner wall of the structure to the property line.

The average of the total distance of **Point (A)** _____ and **Point (B)** _____ from the property line is _____ feet.

- 1.) A plot plan drawing showing the Building Restriction Lines and proposed construction with setback distances for '**Point A**' and '**Point B**' ('**Points**' being the corners of the wall requiring a modification).
- 2.) Copy of most recent recorded plat related to the subject property, if available.

Please visit the Public Portal at 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 interface. At the top, there is a navigation bar with links for "My Dashboard" and "Lookup Record", and a yellow-highlighted button "Submit an Application/Request". Below the navigation bar, a welcome message "Welcome, KELLY!" is displayed. The user information section shows "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. A note at the bottom of this section says "For optimal performance this site should be viewed using a desktop browser". To the right, a "MY FEES" box shows "Total Amount Due: \$0.00" and a "Make Payment" button. Below this, a note says "You have 0 unpaid fees." and a link "Go to my fees". At the bottom left, there is a "My Projects" section with a "Filter" button (showing 1 project), a "Clear All" button, and a "Map" button. A note at the bottom of 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

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 “Yard Modification” link

- Forest Resource Ordinance Complaints
- Grading/Drainage Related Complaints
- Health Department Related Complaints
- Zoning Department Related Complaints

➤ Planning
Planning Application Types

Adequate Public Facilities (APFO)

Board of Appeals Planning Application

Construction Drawings

Forest Resource Ordinance Plan Application (FRO)

Notice of Intent to Develop (NID)

PLAT Application

Preliminary Plat Application

Rezoning/Map Amendments/Floating Zone/DRRA

Site / Concept and Sketch Plans

Verification Letters

Water and Sewer Plan Amendment

Yard Modification

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 [Rear Yard Modification](#) work type.

Submit a New Record [Save Progress](#)

Choose a Record Record Information Additional Information Review Confirmation

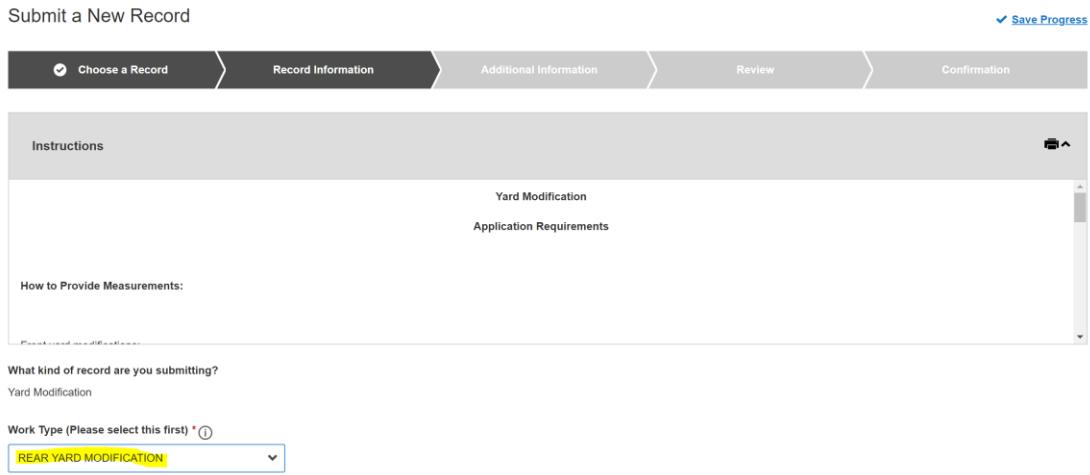
Instructions

Yard Modification
Application Requirements

How to Provide Measurements:

What kind of record are you submitting?
Yard Modification

Work Type (Please select this first) * ⓘ
REAR YARD MODIFICATION



Please make sure you provide all the information required for submission.

If you have any further questions, please contact:

PlanningandZoning@FrederickCountyMD.gov