



## DIVISION OF PLANNING AND PERMITTING FREDERICK COUNTY, MARYLAND

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

### HOW TO APPLY VIA PUBLIC PORTAL LOT OF RECORD DETERMINATION LETTER

#### Required for Submission:

1. Copy of SDAT Real Property Tax Map, Parcel, and Grid numbers as assigned by the Maryland State Tax Assessment Office.
2. A complete recorded deed history from 1965 to present (available at the Frederick County Land Records Office).
3. A Boundary survey or sketch by a Maryland Licensed surveyor, if available, and / or a copy of the Tax Map with property highlighted
4. Copies of all recorded plats related to the subject property, including those referred to in any of the deeds in the chain of title.

Please visit the Public Portal at [planningandpermitting.frederickcountymd.gov](http://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

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.

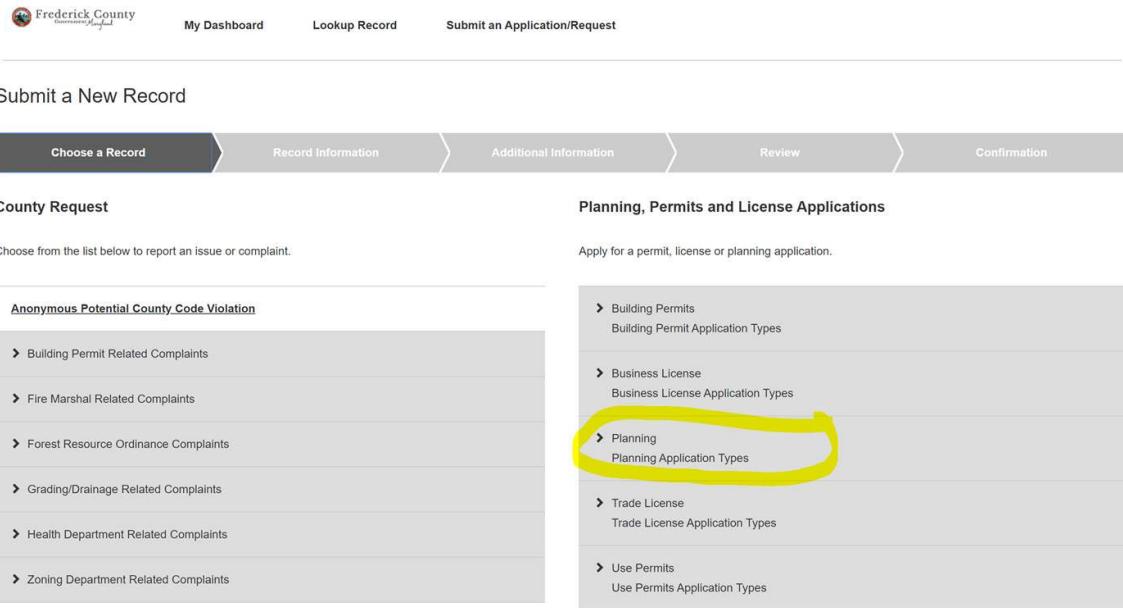
Go to my fees

My Projects

Filter 1 Clear All    Map 0

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 Government

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**

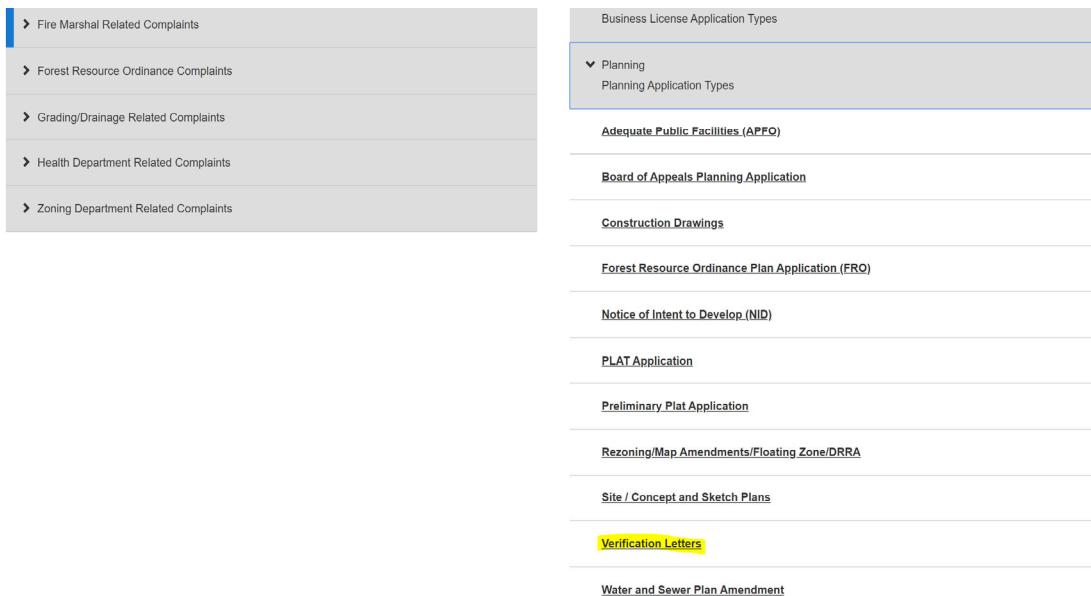
- Building Permit Related Complaints
- Fire Marshal Related Complaints
- Forest Resource Ordinance Complaints
- Grading/Drainage Related Complaints
- Health Department Related Complaints
- Zoning Department Related Complaints

**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 (highlighted)
- Trade License  
Trade License Application Types
- Use Permits  
Use Permits Application Types

A drop down menu will open and you will then select the “**Verification Letters**” link



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

Business License Application Types

- 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**

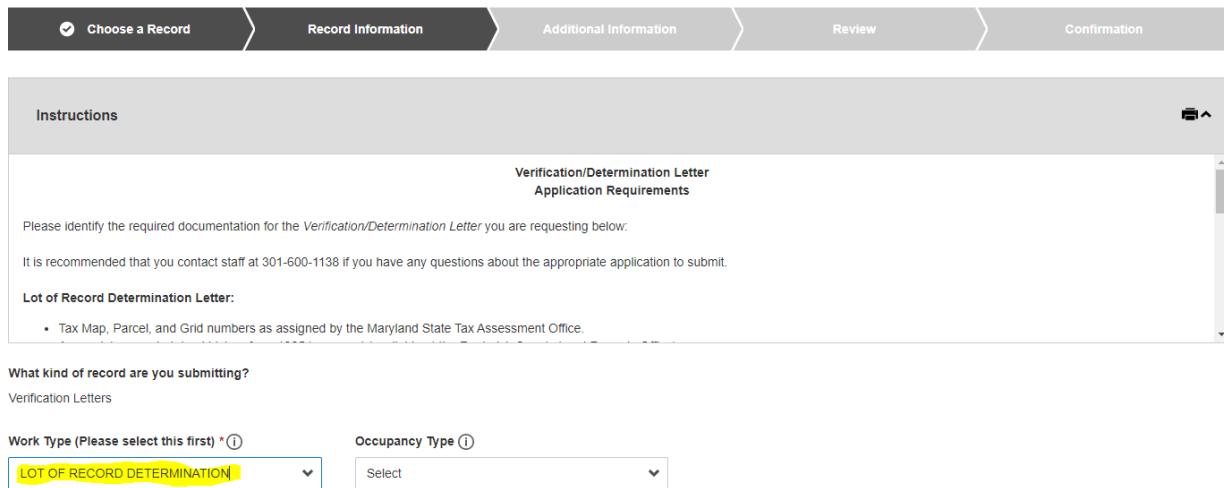
**Verification Letters** (highlighted)

**Water and Sewer Plan Amendment**

This will bring you to the Verification/Determination Letter application please fill out all of the required fields and make sure in the **“Work Type”** field you select the **Lot of Record Determination** work type.

Submit a New Record

[Save Progress](#)



Choose a Record

Record Information

Additional Information

Review

Confirmation

Instructions

Verification/Determination Letter Application Requirements

Please identify the required documentation for the *Verification/Determination Letter* you are requesting below:

It is recommended that you contact staff at 301-600-1138 if you have any questions about the appropriate application to submit.

**Lot of Record Determination Letter:**

- Tax Map, Parcel, and Grid numbers as assigned by the Maryland State Tax Assessment Office.

What kind of record are you submitting?

Verification Letters

Work Type (Please select this first) \* ⓘ

LOT OF RECORD DETERMINATION

Occupancy Type ⓘ

Select

Please make sure to attach the documents required for submission.

If you have any further questions, please contact:

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