



## DIVISION OF PLANNING AND PERMITTING FREDERICK COUNTY, MARYLAND

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

### HOW TO APPLY VIA PUBLIC PORTAL SITE PLAN VERIFICATION LETTER

#### Required for Submission:

- Tax Map, Parcel, and Grid numbers as assigned by the Maryland State Tax Assessment Office.
- Name of the Site Plan in question.
- Subdivision name and Lot number (if applicable).

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 FEES 0

Total Amount Due: \$0.00

Make Payment

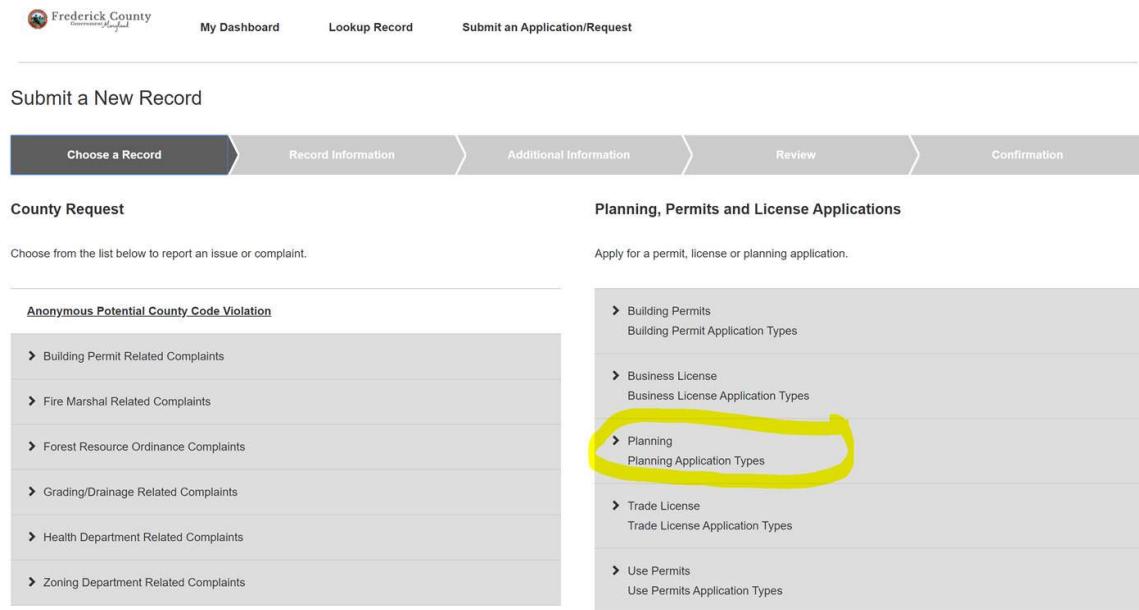
You have 0 unpaid fees. [Go to my fees](#)

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



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**

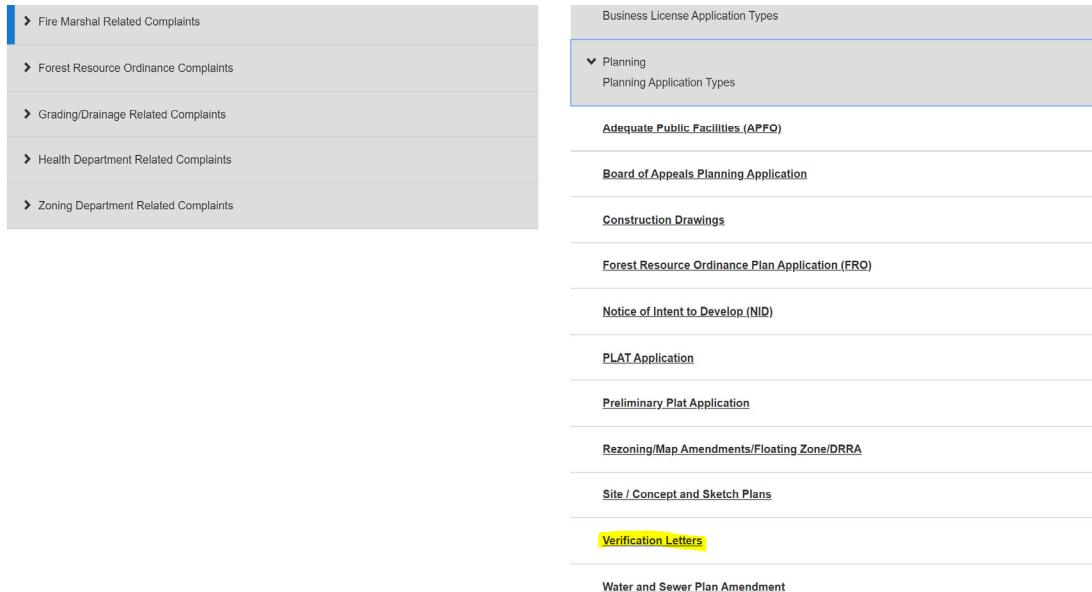
- Building Permit Related Complaints
- Fire Marshal Related Complaints
- Forest Resource Ordinance Complaints
- Grading/Drainage Related Complaints
- Health Department Related Complaints
- Zoning Department Related Complaints

**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 (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 **Site Plan Verification Letter** 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) \*** 

**Occupancy Type** 

**SITE PLAN VERIFICATION** 

**Select** 

**Description of Request** 

Please make sure to provide the information required for submission in the **Description of Request** box.

If you have any further questions, please contact:

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