DIVISION OF PLANNING AND PERMITTING
FREDERICK COUNTY, MARYLAND

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

HOW TO APPLY VIA PUBLIC PORTAL

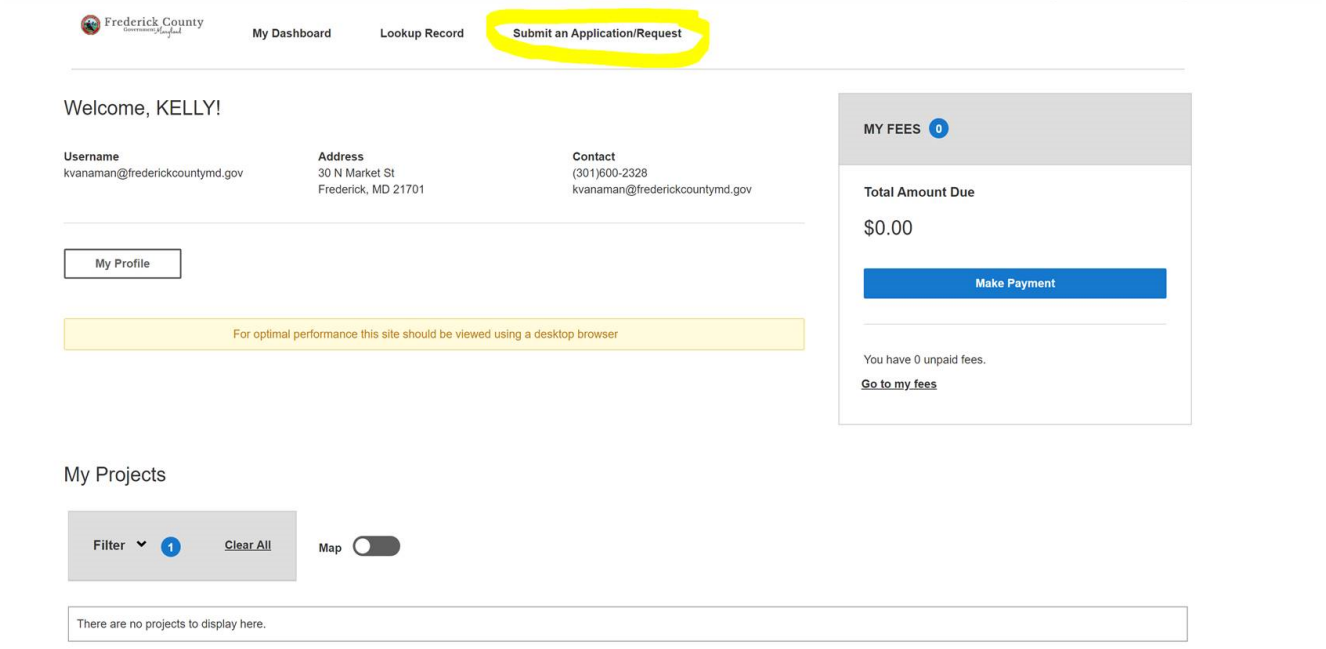
SITE PLAN VERIFICATION LETTER

Required for Submission:

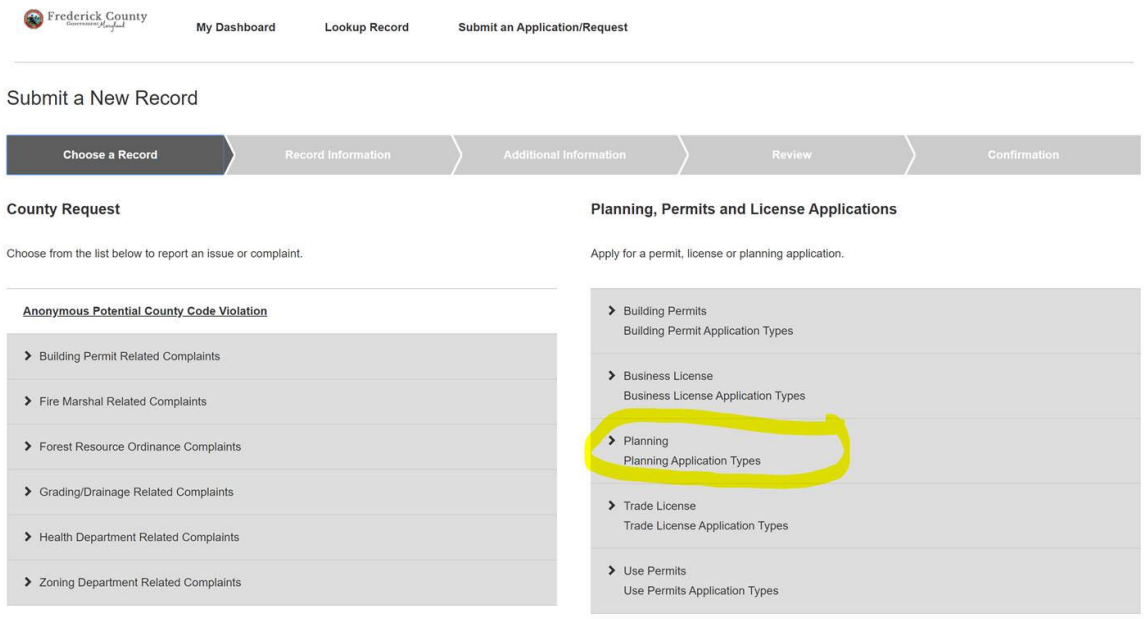
- Tax Map, Parcel, and Grid numbers as assigned by the Maryland State Tax Assessment Office.
- Name of the Site Plan in question.
- Subdivision name and Lot number (if applicable).

Please visit the Public Portal at planningandpermitting.frederickcountymd.gov and create an account if you have not already done so.

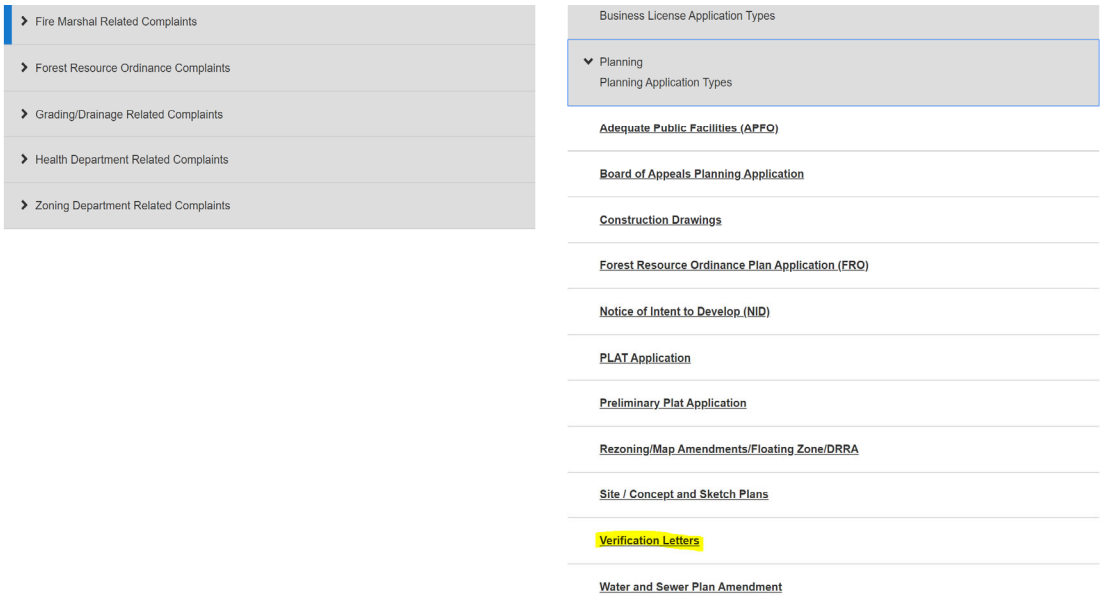
From your My Dashboard page in the Public Portal you will want to click on the **"Submit an Application/Request"** link pictured below



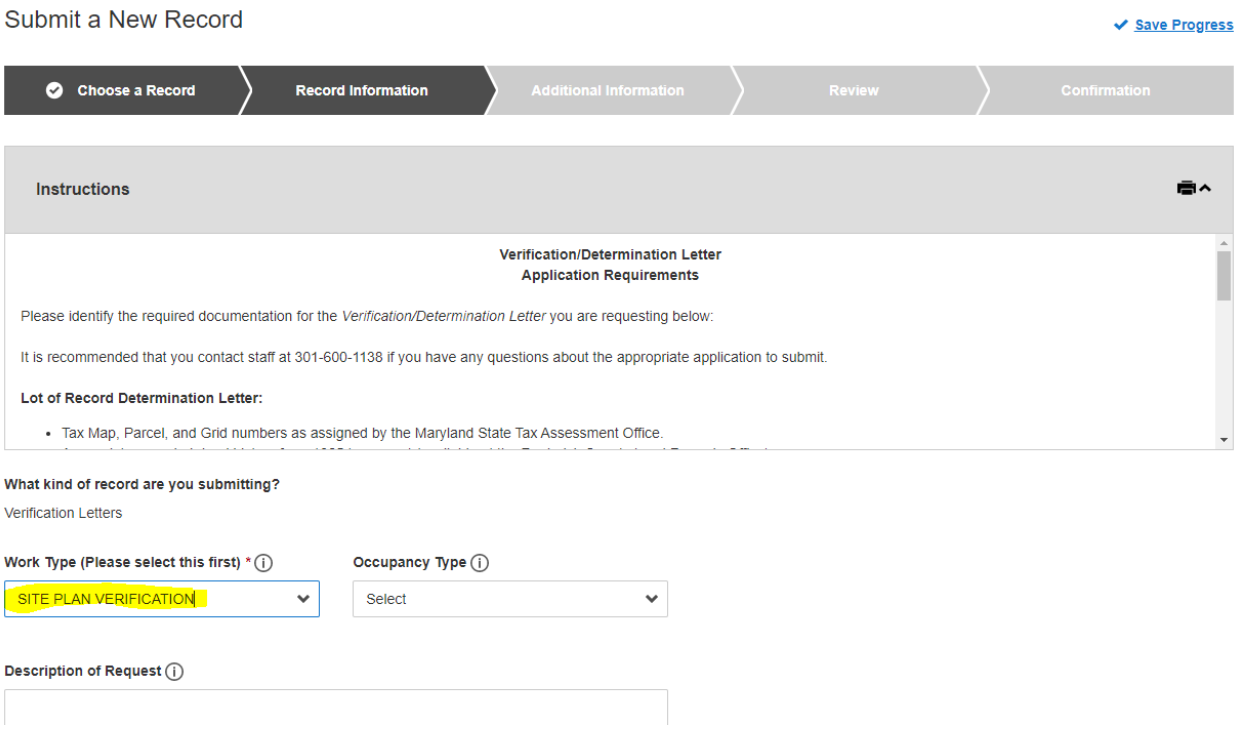
Once you have done that on the next page you will select the **"Planning"** application tab located in the right hand column pictured below



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



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



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