



## 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



My Dashboard

Lookup Record

Submit an Application/Request

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



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  
Maryland

My Dashboard    Lookup Record    Submit an Application/Request

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Submit a New Record

Choose a Record    Record Information    Additional Information    Review    Confirmation

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**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 **“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

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)