



DIVISION OF PLANNING AND PERMITTING FREDERICK COUNTY, MARYLAND

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

HOW TO APPLY VIA PUBLIC PORTAL ZONING VERIFICATION LETTER

Required for Submission:

Please attach a Memo or Statement (including specific determination or zoning information you may require) addressed to Mr. Tolson DeSa, Zoning Administrator, 30 N. Market Street, Frederick, MD 21701.

Please note: The fee is charged per parcel lot, permit number, unit number, or tenant number. Request with multiple tenants, such as a shopping center or office complex, requires a separate fee for each.

Please visit the Public Portal at <https://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

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 **“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 **Zoning 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 ⓘ

ZONING-VERIFICATION LETTER

Select

Continue completing fields on subsequent pages until you click submit and receive a project number.

If you have further questions, please contact:

PlanningandZoning@FrederickCountyMD.gov