



## DIVISION OF PLANNING AND PERMITTING FREDERICK COUNTY, MARYLAND

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

### HOW TO APPLY VIA PUBLIC PORTAL

#### BOARD OF APPEALS – ADMINISTRATIVE ERROR/ALL OTHER APPEALS

Required for Submission:

- 1.) Justification letter to include
  - a. Applicable section(s) of the Zoning Ordinance, which applicant is appealing decision of the administrative officer.
  - b. Date of ruling or action.
  - c. Official or Agency from whose ruling or the action of this appeal.
  - d. Brief description of ruling or action from which appeal is made.
  - e. Other information relevant to appeal.
- 2.) Copy of Ruling or document indicating action
- 3.) Copy of Concept Plan & Illustrative notes and other supporting documents

Fee: \$121.00

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

Frederick County  
Maryland

My Dashboard    Lookup Record    **Submit an Application/Request**

Welcome, KELLY!

|                                                   |                                                         |                                                                   |
|---------------------------------------------------|---------------------------------------------------------|-------------------------------------------------------------------|
| <b>Username</b><br>kvanaman@frederickcountymd.gov | <b>Address</b><br>30 N Market St<br>Frederick, MD 21701 | <b>Contact</b><br>(301)600-2328<br>kvanaman@frederickcountymd.gov |
|---------------------------------------------------|---------------------------------------------------------|-------------------------------------------------------------------|

[My Profile](#)

For optimal performance this site should be viewed using a desktop browser

**My Projects**

Filter 1    [Clear All](#)    Map ☐

There are no projects to display here.

**MY FEES** 0

Total Amount Due  
\$0.00

[Make Payment](#)

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

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  
Department of Planning & Zoning

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.

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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.

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- › 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 **“Board of Appeals Planning Application”** link

Submit a New Record

Choose a Record    Record Information    Additional Information    Review    Confirmation

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Building Permit Application Types
- › Business License  
Business License Application Types
- ▼ Planning  
Planning Application Types

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Adequate Public Facilities (APFO)

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**Board of Appeals Planning Application**

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Construction Drawings

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Forest Resource Ordinance Plan Application (FRO)

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This will bring you to the Board of Appeals application please fill out all of the required fields and make sure in the “**Work Type**” field you select the **Administrative Error/All Other Appeals** work type

Submit a New Record

✓ [Save Progress](#)

Choose a Record

Record Information

Additional Information

Review

Confirmation

Instructions

Rezoning/Map Amendment/Floating Zone/DRRA

Application Requirements

Please upload the following documents in addition to completing the submittal questions below:

For all BOA applications:

- If the person filing the Appeal is not the property owner, a notarized affidavit of ownership authorizing said person to make the Appeal must be filed.
- If the person filing the Appeal is a contract purchaser, a copy of the contract must be filed.

What kind of record are you submitting?

Board of Appeals Planning Application

Name of Project \*

Work Type (Please select this first) \*

ADMINISTRATIVE ERROR / ALL OTHER APPEALS

Occupancy Type \*

Select

Please make sure you attach the documents that are required for submission.

If you have any further questions, please contact:

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