



## 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 – APPEAL OF COUNTY COUNCIL OR PLANNING COMMISSION DECISION

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

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

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

Welcome, KELLY!

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

The screenshot shows the 'Submit a New Record' page with a navigation bar at the top containing 'Frederick County', 'My Dashboard', 'Lookup Record', and 'Submit an Application/Request'. Below the navigation bar is a progress bar with five steps: 'Choose a Record', 'Record Information', 'Additional Information', 'Review', and 'Confirmation'. The 'Choose a Record' step is active. The page is divided into two columns. The left column is titled 'County Request' and contains a list of complaint types under the heading 'Anonymous Potential County Code Violation'. The right column is titled 'Planning, Permits and License Applications' and contains a list of application types. The 'Planning' application type is highlighted with a yellow circle.

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
- › 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

The screenshot shows the 'Submit a New Record' page with the same navigation bar and progress bar as the previous image. The 'Choose a Record' step is active. The page is divided into two columns. The left column is titled 'County Request' and contains a list of complaint types under the heading 'Anonymous Potential County Code Violation'. The right column is titled 'Planning, Permits and License Applications' and contains a list of application types. The 'Planning' application type is expanded, showing a dropdown menu with the 'Board of Appeals Planning Application' link highlighted in yellow.

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Submit a New Record

Choose a Record    Record Information    Additional Information    Review    Confirmation

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- ▼ Planning  
Planning Application Types
  - Board of Appeals Planning Application**
- › Trade License  
Trade License Application Types
- › Use Permits  
Use Permits Application Types

Adequate Public Facilities (APFO)

Construction Drawings

Forest Resource Ordinance Plan Application (FRO)

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 **County Council or Planning Commission** 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) \* ⓘ  
**COUNTY COUNCIL OR PLANNING COMMISSION**

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)