



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 – FLOOD PLAIN or DANGER REACH

Required for Submission:

- 1.) Note in the comments the need for Special Exception and Zoning Planner the applicant spoke with
- 2.) Justification letter, to include the following information:
 - a. Address of property.
 - b. Existing Zoning of Property.
 - c. Proposed use under the zoning ordinance.
 - d. Applicable section(s) of the Zoning Ordinance, for Use Proposed.
 - e. General and or Specific Criteria.
 - f. Other information relevant to special exception request.
- 3.) Concept Plan & Illustrative Notes and other supporting documents. Concept plan must show flood plain including impacted area, buffer areas and distances to all structures.

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

Frederick County
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
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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

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

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Building Permit Application Types
- › Business License
Business License Application Types
- ▼ Planning
Planning Application Types
 - Board of Appeals Planning Application**

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 **Flood Plain or Danger Reach Area** 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) * ⓘ

FLOOD PLAIN OR DANGER REACH AREA

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