



**DIVISION OF PLANNING AND PERMITTING**  
**FREDERICK COUNTY, MARYLAND**  
*Department of Permits and Inspections*

30 North Market Street • Frederick, Maryland 21701  
Phone (301) 600-2313 • Fax (301) 600-2309

**Temporary Outdoor Activity Permit Application Information**

**In Accordance with Frederick County Zoning Ordinance Section 1-19-8.700**

**INDIVIDUAL EVENT PERMIT:**

- For any single day or a weekend
- A weekend cannot exceed three (3) consecutive days
- Can be obtained for up to twelve (12) events per calendar year

**SEASONAL EVENT PERMIT:**

- Allows for multiple events to occur from April 1<sup>st</sup> through November 30<sup>th</sup> provided the following:
  - No event shall exceed 200 people

**Submittal Requirements**

1. Notarized letter of permission from the property owner if land user is not the property owner.
2. Completed Temporary Outdoor Activity Permit Application (Attachment A).
3. Print out from Maryland Assessments Real Property Data [www.dat.state.md.us](http://www.dat.state.md.us) for property.
4. Six (6) copies of a plot plan or site plan showing the entire property, well and septic locations (if the property has well or septic), the road that the access to the land use is off of with the road name labeled, dimensions of any structures for the land use, such as a tent, pavilion or open-type permanent structure, and distances from the structure used for the land use to the property lines or nearest structure in all four directions, parking area, food service area, portable sanitary facilities area. If plot plan or site plan is ledger size paper or smaller, only two copies are required.
5. Three (3) copies of drawings or specifications. Please contact Plan Review @ 301-600-3353 or 301-600-1083 to obtain requirements prior to application for your specific land use.
6. When property is within an incorporated town, paperwork from the town is required before a permit application may be submitted. Contact the town for details.
7. One copy of the service agreement or contract with the portable sanitary facility company if portable facilities will be utilized instead of facilities within a building. This is a requirement of the Environmental Health Department – for additional information contact 301-600-1726.
8. Payment of fees. Check, cash or credit cards are accepted. All fees must be paid at time of application. There is a service charge for credit card transactions.

\$ 42.00	Zoning Review fee
\$ 47.00	Minimum Bldg fee
\$ 113.00	Minimum Life Safety fee
\$ 25.00	Application fee
\$ 50.00	Health Review fee
\$ 10.00	<u>Automation Enhancement fee</u>
\$ 287.00	Total for Temporary Outdoor Permit

Incorporated Towns: Same fees as above, except no Zoning Review fee; also no Health Review fee unless indicated by

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### **STEP ONE – APPLY FOR PERMIT**

**Where to apply:** Applications must be made in person. Applications are accepted in the Department of Permits and Inspections, at 30 North Market Street, Frederick.

**When Applications Are Accepted:** Applications are accepted Monday through Friday, (excluding County holidays) between 8:00am and 3:30pm. To ensure adequate time to complete your submittal, please apply prior to 3:00 pm.

### **STEP TWO – OBTAIN REVIEW APPROVALS**

During processing, the permit application will be reviewed by various agencies for their approval. It is important that you address any concerns or requests for additional information promptly.

\*Please allow two (2) weeks for initial review comments for all required agencies.

**Agency Review Status:** Review timeframes for agencies outside of the Division of Planning and Permitting may vary. If additional information is requested by any reviewing agency during processing, a notification is mailed to the applicant. To check status of your application, please call the Permits Office at 301-600-2313. Permit status inquiry for Temporary Outdoor Activity applications are not viewable on the web the same as a Building Permit application.

### **STEP THREE – OBTAIN INSPECTION APPROVALS**

**Inspections:** Temporary Outdoor Activity Permits are issued for a variety of situations. Because of this, it is advised that you call the Building Inspector and Office of Life Safety directly so they can determine the inspections that will be required for your particular Land Use. Inspections are needed even though you are not *building* a structure. The issued permit packet will contain valuable information regarding inspection procedures, as well as phone numbers and one set of the reviewed construction plans (if applicable) to be kept onsite. Please read all information included in the packet when you receive it, so your inspection process goes as smoothly as possible.

**STEP FOUR- PERMIT ISSUANCE:** When all reviews and inspections have been approved, the issued permit will be mailed out to the applicant usually within 24 hours of issuance. The issued permit may be held for applicant pick-up if requested.

DIVISION OF PLANNING AND PERMITTING  
 DEPARTMENT OF PERMITS AND INSPECTIONS  
 30 NORTH MARKET STREET  
 FREDERICK, MARYLAND 21701  
 301-600-2313 INFORMATION

A/P #
Process
Date:
Application Reviewed By (initials):

**Application for Temporary Outdoor Activity**

**SECTION I: CONTACT INFORMATION**

Proposed Occupant/User of Land			Applicant		
Name (trading as):			Name of Applicant:		
Current mailing address for above:			Current street (mailing) address for Applicant:		
Town:	State:	Zip:	Town:	State:	Zip:
Daytime Telephone Number:			Applicant Telephone Number:		
Email:			Applicant E-mail Address:		

**SECTION II: PROPERTY INFORMATION**

Current Property Owner(s):	Property Address of Jobsite:		
Eight Digit Property Tax ID (account) #:	Town:	State:	Zip:
Acreage or Square Footage of Property:	Subdivision Name:		Lot #
Type of Water and Sewer Serving the Property:	Is Property Within an Incorporated Town?		
<u>Water Type</u> : Well <input type="checkbox"/> Community <input type="checkbox"/>	<u>Sewer Type</u> : Septic <input type="checkbox"/> Community <input type="checkbox"/>	Yes* <input type="checkbox"/> No <input type="checkbox"/>	
*Town paperwork must be submitted with application.			

Is the Property used currently for Residential or Non-Residential use? \_\_\_\_\_

Is this a INDIVIDUAL EVENT or SEASONAL EVENT? \_\_\_\_\_

Number of persons estimated to attend event: \_\_\_\_\_

Is this Event:     Private                       Public

Use of Land:

Public Gathering

Music Festival

Wedding

Other  \_\_\_\_\_

Will there be entertainment?  YES  NO

Please describe the type of entertainment:

\_\_\_\_\_

\_\_\_\_\_

**\* A separate application is required for each type of Land Use.**

Will there be a tent used?  YES  NO

Please list other structure types used: \_\_\_\_\_

\*Electrical Permit may be required

List size(s) of each tent/ structure:

X	sq. ft. :	_____
X	sq. ft. :	_____
X	sq. ft. :	_____

**\* Changes to size or location of the tent will require a separate permit application.**

Type of Sanitary Facilities to be provided:

Use restrooms in existing Building

Non Applicable

Portable (port-a-john/sani-pot)

If portable, you must supply copy of agreement with the port-a-john company.

Will there be:

Food Service?  Yes  No

Alcohol?  Yes  No

Setbacks (distances from tent or other structure used for event to the property lines or nearest structure):

FRONT	<input type="text"/>	feet
REAR	<input type="text"/>	feet
RIGHT	<input type="text"/>	feet
LEFT	<input type="text"/>	feet

Beginning Date of Event/ Season: \_\_\_\_/\_\_\_\_/\_\_\_\_

End Date of Event/ Season: \_\_\_\_/\_\_\_\_/\_\_\_\_

Hours of Operation: \_\_\_\_\_ am/pm

**Any additional information that will aid in the processing of your application:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IMPORTANT - PLEASE READ CAREFULLY**

The Applicant hereby certifies under the penalties of perjury, and agrees as follows: 1) That he/she is authorized to make this application, 2) that the information is correct, 3) that he/she will comply with all regulations of Frederick County which are applicable hereto, 4) that he/she will perform no work on the referenced property not specifically described in the application: 5) that he/she knows that this permit does not include electrical or plumbing work: electrical and plumbing work require a separate permit. Any change without approval of the agencies concerned shall constitute sufficient grounds for the disapproval of a permit. The appropriate revision fee shall be charged.

\_\_\_\_\_  
Signature of APPLICANT

\_\_\_\_\_  
Please print name

7/2017

\_\_\_\_\_  
Connection with application