



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

We have gone paperless!! This application should be submitted electronically via the citizen portal at <https://planningandpermitting.frederickcountymd.gov/>

INDIVIDUAL EVENT PERMIT:

- One event per day
- Limit to three (3) events per calendar year for properties located in the AG or RC Zone

Submittal Requirements

1. Notarized letter of permission from the property owner if land user is not the property owner.
2. 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.
3. Drawings or specifications, and dimensioned.
4. Performance Agreement signed by the applicant. This document will include the date on which the event is to be held, requirements and restrictions for noise abatement, traffic control, size of events, hours, and sanitary facilities. Design requirements may also be included in the Performance Agreement that address parking areas, safe traffic and pedestrian access points and circulation, and any other health, safety or welfare concerns. The Performance Agreement will also document the Zoning Administrator's authority to revoke the Temporary Outdoor Activity Permit, or disallow the issuance of any further permits, if the applicant violates local County Codes or fails to adhere to the identified performance measures.
5. 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.
6. Service agreement or contract with the portable sanitary facility company if portable facilities will be utilized instead of facilities within a building.
7. 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.

\$ 56.00	Zoning Review fee
\$ 61.00	Minimum Bldg fee
\$ 147.00	Minimum Life Safety fee
\$ 32.00	Application fee
\$ 75.00	Health Review fee
\$ 11.00	<u>Automation Enhancement fee</u>

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

STEP ONE – APPLY FOR THE PERMIT

Where to apply: Applications should be submitted electronically via the citizen portal at <https://planningandpermitting.frederickcountymd.gov/>.

When Applications Are Accepted: Applications can be submitted electronically 24/7 via the citizen portal.

STEP TWO – OBTAIN REVIEW APPROVALS

Intake staff will review your application submission, once accepted fees will be generated and applied to your portal account. If you wish to submit payment via cash or check you may make payment via the Treasury drive-thru window located at 30 North Market Street, Frederick, MD 21701. (Fee payment **cannot** be accepted until your application has been processed and approved.)

After initial fee payment, the permit application will be reviewed by various agencies for their approval. It is important that you check status of the application and address any concerns or requests for additional information promptly.

On a property encumbered by agricultural preservation, approval from the Frederick County Ag Preservation Advisory Board may be required.

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. Up-to-date review status may also be obtained via the Frederick County Government website <https://planningandpermitting.frederickcountymd.gov/> by using the lookup feature.

Permit Issuance:

- When all reviews are completed, the approved permit notifications will be sent via email to the applicant for download of the official issuance documentation, approved placard for posting onsite and approved set of plans.
- Additional information and inspection procedures can be found on our website at <https://www.frederickcountymd.gov/7974/Permits-and-Inspections>.

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. Inspections can be requested and tracked via the citizen portal.

Contact Information for Temporary Outdoor Activity Applications

General Information.....	301-600-2313
Plan Reviewer.....	301-600-3353
Zoning Reviewer.....	301-600-1143
Environmental Health	301-600-1726
Ag Preservation Advisory Board.....	301-600-1474
Manager of Permitting Services.....	301-600-6727