Temporary Outdoor Activity Permit Application Information
In Accordance with Frederick County Zoning Ordinance Section 1-19-8.700

We have gone paperless!! This application can now 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. Completed Temporary Outdoor Activity Permit Application (Attachment A).
3. Print out from Maryland Assessments Real Property Data www.dat.state.md.us for property.
4. One copy 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. All paper plans must be 11x17 or smaller in paper size.
5. One copy of drawings or specifications, scaled labeled and dimensioned.
6. 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.
7. 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.
8. 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.
9. 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.

$ 45.00  Zoning Review fee
$ 50.00  Minimum Bldg fee
$ 120.00 Minimum Life Safety fee
$ 27.00  Application fee
$ 50.00  Health Review fee
$ 10.00  Automation Enhancement fee
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 can be submitted electronically via the citizen portal at https://planningandpermitting.frederickcountymd.gov/ or paper applications can be accepted in the Department of Permits and Inspections, at the above address.

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

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 ................................................................. 301-600-3463

7/2020
Application for Temporary Outdoor Activity

SECTION I: CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Proposed Occupant/User of Land</th>
<th>Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (trading as):</td>
<td>Name of Applicant:</td>
</tr>
<tr>
<td>Current mailing address for above:</td>
<td>Current street (mailing) address for Applicant:</td>
</tr>
<tr>
<td>Town:</td>
<td>State:</td>
</tr>
<tr>
<td>Daytime Telephone Number:</td>
<td>Applicant Telephone Number:</td>
</tr>
<tr>
<td>Email:</td>
<td>Applicant E-mail Address:</td>
</tr>
</tbody>
</table>

SECTION II: PROPERTY INFORMATION

<table>
<thead>
<tr>
<th></th>
<th>Property Address of Jobsite:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town:</td>
<td>State:</td>
</tr>
<tr>
<td>Subdivision Name:</td>
<td>Lot #:</td>
</tr>
</tbody>
</table>

Use of Land:
(i.e.: Public Gathering, Music Festival, Wedding or Other)

Type of Water and Sewer Serving the Property:
Type of Water: Well | Community
Type of Sanitary Facilities to be provided:

Is Property Within an Incorporated Town?
Yes [ ] No [ ]

Will there be:
Food Service? Yes [ ] No [ ]
Alcohol? Yes [ ] No [ ]

Date of Event: __/__/____
Hours of Operation: _____________ am/pm
Number of persons estimated to attend event: _______________

Setbacks (distances from tent or other structure used for event to the property lines or nearest structure in feet):
FRONT X sq. ft. :
REAR X sq. ft. :

*Electrical Permit may be required*
List size(s) of each tent/structure:

**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  
7/1/2020