



**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:**

- 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.



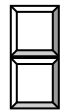
2. Completed Temporary Outdoor Activity Permit Application (Attachment A).



3. Print out from Maryland Assessments Real Property Data [www.dat.state.md.us](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, 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.

\$ 43.00 Zoning Review fee

\$ 48.00 Minimum Bldg fee

\$ 115.00 Minimum Life Safety fee

\$ 26.00 Application fee

\$ 50.00 Health Review fee

\$ 10.00 Automation Enhancement fee

\$ 292.00 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.

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. 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.

**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

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: <u>Water Type</u> : Well <input type="checkbox"/> Community <input type="checkbox"/> <u>Sewer Type</u> : Septic <input type="checkbox"/> Community <input type="checkbox"/>	Is Property Within an Incorporated Town? Yes <input type="checkbox"/> No <input type="checkbox"/>
<u>Use of Land</u> : (i.e.: Public Gathering, Music Festival, Wedding or Other) Is this Event: <input type="checkbox"/> Private <input type="checkbox"/> Public Will there be entertainment? <input type="checkbox"/> YES <input type="checkbox"/> NO Please describe the type of entertainment: _____	Type of Sanitary Facilities to be provided: Use restrooms in existing Building <input type="checkbox"/> Non Applicable <input type="checkbox"/> Portable (port-a-john/sani-pot) <input type="checkbox"/>
Will there be a tent used? <input type="checkbox"/> YES <input type="checkbox"/> NO Please list other structure types used: _____	Will there be: Food Service? <input type="checkbox"/> Yes <input type="checkbox"/> No Alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Event: ____/____/____ Hours of Operation: _____ am/pm Number of persons estimated to attend event: _____
*Electrical Permit may be required List size(s) of each tent/ structure: X _____ sq. ft. : _____ X _____ sq. ft. : _____	Setbacks (distances from tent or other structure used for event to the property lines or nearest structure in feet): FRONT <input type="text"/> RIGHT <input type="text"/> REAR <input type="text"/> LEFT <input type="text"/>

**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