



## DIVISION OF PLANNING AND PERMITTING FREDERICK COUNTY, MARYLAND

### Office of the Zoning Administrator

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[www.FrederickCountyMD.gov/planning](http://www.FrederickCountyMD.gov/planning)

### Accessory Dwelling Unit Annual Statement

*Accessory Dwelling Unit is defined as: An independent, self-contained dwelling unit located within a single family dwelling, or within an accessory structure, or built as a separate accessory structure or an addition to a single family dwelling, and located on the same lot as a single family dwelling. An accessory dwelling unit that does not exceed 800 square feet must be approved in accordance with Section 1-19- 8.212. An accessory dwelling unit greater than 800 square feet must be approved as a special exception by the Board of Appeals in accordance with Section 1-19-8.321.*

#### Frederick County Zoning Ordinance Section 1-19-8.212 (H)

##### Requirements of Approval:

- The owner of the principle residence shall file an annual statement with the Zoning Administrator verifying that the conditions remain the same.
- If the ownership of the lot changes, the subsequent owner must provide a statement to the Zoning Administrator as to the continuing use and eligibility of the accessory dwelling unit.
- The property owner must reside in the principle dwelling unit or in the accessory dwelling unit.

Property owner: \_\_\_\_\_

Property address: \_\_\_\_\_

Special Exception case number and approval date (if applicable): \_\_\_\_\_

Building permit number under which the Certificate of Occupancy was issued: \_\_\_\_\_

Have the conditions under which the Special Exception and/or Certificate of Occupancy were approved changed? Yes or No (circle one)

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Has property ownership changed since approval? Yes or No (circle one)

Does the property owner still reside on the property? Yes or No (circle one)

Please disclose who is residing in the Accessory Dwelling Unit: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date