



FREDERICK

PLANNING

ZONING BOARD OF APPEALS 2023-2024 DEADLINE SCHEDULE *Public Copy*

Applicable to Variances, Conditional Uses, Temporary Uses, Nonconforming Uses, and Appeals

Submittal Deadline	Sign Pick Up	Adjacent Property Owner Notification	Sign Posting Deadline	News Ads in Paper		ZBA Field Trip	ZBA Hearing
05-16-2023	06-06-2023	06-09-2023	06-12-2023	6-13-2023	6-20-2023	06-23-2023	06-27-2023
06-20-2023	07-05-2023	07-07-2023	07-10-2023	7-11-2023	7-18-2023	07-21-2023	07-25-2023
07-18-2023	08-01-2023	08-04-2023	08-07-2023	8-8-2023	8-15-2023	08-18-2023	08-22-2023
08-15-2023	09-05-2023	09-08-2023	09-11-2023	9-12-2023	9-19-2023	09-22-2023	09-26-2023
09-19-2023	10-03-2023	10-06-2023	10-09-2023	10-10-2023	10-17-2023	10-20-2023	10-24-2023
10-17-2023	11-07-2023	11-10-2023	11-13-2023	11-14-2023	11-21-2023	11-24-2023	11-28-2023
11-21-2023	12-05-2023	12-08-2023	12-11-2023	12-12-2023	12-19-2023	12-22-2023	12-26-2023
12-19-2023	01-02-2024	01-05-2024	01-08-2024	01-9-2024	01-16-2024	01-19-2024	01-23-2024
01-16-2024	02-06-2024	02-09-2024	02-12-2024	02-13-2024	02-20-2024	02-23-2024	02-27-2024
02-20-2024	03-05-2024	03-08-2024	03-11-2024	03-12-2024	03-19-2024	03-22-2024	03-26-2024
03-19-2024	04-02-2024	04-05-2024	04-08-2024	04-09-2024	04-16-2024	04-19-2024	04-23-2024
04-16-2024	05-07-2024	05-10-2024	05-13-2024	05-14-2024	05-21-2024	05-24-2024	05-28-2024
05-21-2024	06-04-2024	06-07-2024	06-10-2024	06-11-2024	06-18-2024	06-21-2024	06-25-2024

*****Important Information*****

- 1) **Submittal Deadline:** Complete applications, including all fees, must be filed by no later than 3 pm on the date in the Initial Submittal column (1) above in accordance with the procedures established on the Planning Department's webpage.
- 2) **Sign Pick Up:** Signs for posting on the property will be available for pick up from the Planning Department by the date specified.
- 3) **Adjacent Property Owner Notification:** The applicant is responsible for notifying all adjacent and abutting property owners by United States Post of their application request. A form letter is available for the applicant's use on the Planning Department's website (<https://www.cityoffrederickmd.gov/222/Applications-Fees>) and the applicant is responsible for providing with the case planner with proof of mailing from the Post Office; please note, that certified mail is not required.
- 4) **Sign Posting:** The sign must be placed on the property so that it is clearly visible from a public street. The applicant shall consult with the case planner if there is any question where the sign should be located and if it is necessary to place more than one sign on the property. The sign is to remain in place until the ZBA public hearing, after which it should be taken down within five (5) days. If the sign is damaged and is not able to be seen from the public right of way, the applicant must notify the Planning Department on the next business day so that the applicant can pick up a new sign. Improper posting of the property will result in the case being continued to the next hearing.
- 5) **ZBA Field Trip:** Unless otherwise noted, the Friday before the regularly scheduled hearing, the ZBA will make field trips to each of the sites on the agenda.
- 6) **ZBA Hearing:** All ZBA hearings are held at City Hall located at 101 N. Court Street, beginning at 7:00pm unless otherwise noted on the monthly agenda. Applicants must be present at the hearing for the case to be heard. If the applicant is represented by someone other than himself /herself, an agent authorization form must be filled out as part of the application.

It is recommended that you discuss your application with City Planning Staff prior to submittal. For more information and to speak directly with a planner, please contact (301) 600-1499.

All meeting agendas are published one week in advance of the meeting and can be found on the City's website at <https://www.cityoffrederickmd.gov/146/Zoning-Board-of-Appeals-ZBA>.