



For Official Use Only	
ZBA Case Number:	
Hearing Date:	
Ad Date:	
Amount Paid:	\$
Application Fee:	Residential - \$300.00 + \$25/standard Nonresidential - \$650.00+ \$50/standard
Date Paid:	

ZONING BOARD OF APPEALS VARIANCE APPLICATION

The completed application form, supporting plans and other documentation in **PDF form ONLY**, as well as your **citizen portal account name** must be sent to zbadigital@cityoffrederickmd.gov on or before **3:00** PM on the application deadline date. Any files that are larger may be sent via a shared link. You will need to remove your email signature image before submitting. Please make sure all files submitted are legible. Incomplete applications will not be accepted.

*Payment of fees by credit card is preferred via our [Citizen Access Portal](#), please contact Carreanne Eyer at ceyer@cityoffrederickmd.gov for additional payment options if needed.

APPLICANT INFORMATION- OWNER'S AFFIDAVIT MUST BE SUBMITTED WITH APPLICATION.	
Contact Name:	
Firm/Company:	
Address:	
Phone:	email:
OWNER INFORMATION	
Name:	
Firm/Company:	
Address:	
Phone:	email:
PROJECT INFORMATION	
Project Location: (Street Address)	
Project Classification: (residential/commercial/etc.)	Variance Type(s): (setbacks, parking, lot size, etc.)
Current Zoning:	Current Use:

All correspondence will be sent to the applicant. If the owner also wishes to receive a copy, please check box:

In the area below, specify the ordinance requirements(s) and the variance(s) requested:

LMC Requirement: (i.e. setback or parking requirement, etc.)	Variance Request (i.e. proposed setback or parking)
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JUSTIFICATION FOR VARIANCE

Section 313(c) of the Land Management Code (LMC) states that "The Board may authorize a variance from the density, bulk, or area requirements of Articles 4 and 8. The Board may authorize a variance only when specific findings are made by the Board that:"
(Please respond to each condition statement in the area provided - use additional paper if necessary.)

A. The variance is not contrary to the public interest; and

B. Whereby reason of exceptional narrowness, shallowness, shape, topographical conditions, or other extraordinary situations or conditions peculiar to a specific parcel of property, or of the use of the property or property immediately adjacent, the strict application of the regulations would result in peculiar or unusual practical difficulties to, or exception to, or undue hardship upon, the owner of such property; and

C. The variance requested is the minimum reasonably necessary to overcome the extraordinary or exceptional conditions applicable to the property; and

D. That the literal interpretation of the provisions of the LMC would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of the LMC and would prevent the reasonable use of the property by the applicant; and

E. That granting the variance would not confer on the applicant any special privilege that is denied by the LMC to other lands or structures in the same district; and

F. That the granting of the variance will be in harmony with the general purpose and intent of the LMC, and will not be injurious to the neighborhood or detrimental to the public welfare; and

G. No variance shall be granted in any case where the applicant or their agent has created or caused to be created a situation which would or has necessitated the issuance of a variance for the property to comply with the LMC.

I hereby attest that the information provided on and attached to this application is complete and correct.

Signature of Applicant/Agent

Date