



For Official Use Only	
ZBA Case Number:	
Hearing Date:	
Ad Date:	
Application Fee:	\$650.00
Amount Paid:	\$
Date Paid:	

## ZONING BOARD OF APPEALS CONDITIONAL USE 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](mailto: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 Eyler at [ceyler@cityoffrederickmd.gov](mailto:ceyler@cityoffrederickmd.gov) for additional payment options if needed.

<b>APPLICANT INFORMATION - (OWNER'S AFFIDAVIT MUST BE SUBMITTED WITH APPLICATION IF APPLICANT IS NOT THE OWNER)</b>	
Contact Name:	
Firm/Company:	
Address:	
Phone:	email:
<b>OWNER INFORMATION</b>	
Name:	
Firm/Company:	
Address:	
Phone:	email:
<b>TYPE OF CONDITIONAL USE</b>	
Please complete the appropriate section.	
Home Occupation LMC Section 829	Name of Business: _____ _____ Type of Business: _____ _____ Description of Business: _____ _____
Other LMC Section 8	Name of Name of Use: _____ _____

	Type of Use
	_____
	_____
Description of Use:	

**PROJECT INFORMATION**

Project Location:  
(Street Address)

Current Zoning:

Current Use:

**FEES**

Type of Review	Fee	Total
Conditional Use Home Occupation	\$100.00	
All other Conditional Uses	\$650.00	

**JUSTIFICATION FOR CONDITIONAL USE**

*LMC Section 308(c) states that "The Zoning Board of Appeals may authorize conditional uses only when the Board finds that the following conditions exist."  
(Please respond to each condition statement in the area provided - use additional paper if necessary.)*

1. The proposed use is in harmony with the purpose and intent of the Comprehensive Plan and this Code.

2. The characteristics of the use and its operation on the property in question and in relation to adjacent properties will not create any greater adverse impact than the operation of any permitted use not requiring conditional use approval.

3. That the proposed activity will comply with all conditions and requirements set forth in this code, including any specific standards established in Article 8 of this Code (see 1-6 below for home occupations).

**FOR HOME OCCUPATION APPLICATIONS ONLY:**

*LMC Section 829(c) states that "Home occupations are permitted as a conditional use in all R, all D, NC and GC districts if all of the following conditions and requirements are met:"  
(Please respond to each condition statement in the area provided - use additional paper if necessary.)*

(1) The applicant must provide guarantees that the use of a property as a home occupation will not constitute a nuisance because of increased pedestrian or vehicular traffic, noise, or other activity associated with the use of the dwelling for business purposes which may be disruptive to the residential character of the neighborhood.
(2) A home occupation must be secondary to the residential use of the property and shall be conducted totally within the dwelling. Not more than 20 percent of the floor area of the dwelling or 300 square feet, whichever is greater, may be devoted to a home occupation.
(3) Only one (1) person who is not a resident of the dwelling may be employed/work/volunteer on site in conduct of a home occupation.
(4) A home occupation may not result in any external evidence that a building is being used for any purpose other than a dwelling.
(5) Except for the permitted employee who may be employed, a home occupation may result in no vehicular traffic, except for a maximum of one (1) daily local home delivery from services such as UPS or FedEx, and in no case shall result in delivery by tractor-trailer trucks.
(6) If deemed appropriate, the Board may permit a home occupation for a specified period with periodic review and approval required to ensure conformity with the conditions and requirements

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

\_\_\_\_\_  
Signature of Applicant/Agent

\_\_\_\_\_  
Date