



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

## ZONING BOARD OF APPEALS TEMPORARY 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 Eylar at [ceylar@cityoffrederickmd.gov](mailto:ceylar@cityoffrederickmd.gov) for additional payment options if needed.

<b>APPLICANT INFORMATION - OWNER'S AFFIDAVIT MUST BE SUBMITTED WITH APPLICATION.</b>	
Contact Name:	
Firm/Company:	
Address:	
Phone:	email:
<b>OWNER INFORMATION</b>	
Name:	
Firm/Company:	
Address:	
Phone:	email:
<b>PROJECT INFORMATION</b>	
Project Location: <i>(Street Address)</i>	Project name & case number: <i>(if applicable)</i>
Current Zoning:	
Current Use:	
Adjacent Zoning:	

Section 867(a)(2) of the Land Management Code (LMC) states "In addition to the temporary uses authorized by this Section, the Zoning Board of Appeals may authorize temporary uses in accordance with subsection (j)."

**Per Subsection 867(j), the Zoning Board of Appeals may authorize the temporary use of a building or premises in any district for a use that does not conform to the use provisions of the LMC provided that the use is temporary in nature and does not involve the construction of a new building. Please describe in detail the nature and purpose of the temporary use, including the length of use and the hours of operation:**

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

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

\_\_\_\_\_  
Date