



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

Planning Department * 140 W. Patrick Street * Frederick, Maryland 21701 * 301.600.1499

ZONING BOARD OF APPEALS CONDITIONAL USE HOME OCCUPATION APPLICATION

Please legibly print or type the following application in its entirety. Incomplete applications will not be accepted. **Submit the thirteen (13) copies** of this application, and any supporting information, along with appropriate fees, by the application deadline date as specified on the Zoning Board of Appeals Schedule.

APPLICANT INFORMATION (<i>OWNER'S AFFIDAVIT MUST BE SUBMITTED WITH APPLICATION IF APPLICANT IS NOT THE OWNER</i>)	
Contact Name:	
Firm/Company:	
Address:	
Phone:	email:
OWNER INFORMATION	
Name:	
Firm/Company:	
Address:	
Phone:	email:

<p>CONDITIONAL USE CRITERIA</p> <p>Please provide a response to each of the statements below regarding the proposed home occupation as required under Section 829(b).</p> <p>(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.</p>

(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 Twenty (20) percent% of the floor area of the dwelling or three hundred (300) square feet, whichever is greater, may be devoted to a home occupation.
(3)	Only one 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 of time 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

NEIGHBOR NOTIFICATION PROCEDURE FOR CONDITIONAL USES

1. Complete the Neighbor Notification letter provided below or as available on the City of Frederick website.
2. Find the addresses for the properties that are next door, directly across the street, and directly behind your property (otherwise known as “adjacent and abutting properties”). A good resource is the State Department of Assessment and Taxation website. It can be found at www.dat.state.md.us. Click on “Real Property Data Search”, and then select “Frederick County” and “Street Address” on the next page. When you enter in your street name, it will provide you with a list of property owners on the street. Select those property owners who own the properties next door, and across the street. Even if you think you know the addresses of your neighbors, it’s a good idea to check this website because the letter needs to go to the **property owner**, which may not always be the same as the tenant.
3. Make as many copies as you need of the letter, and put the letters in envelopes, addressed to all the adjacent and abutting property owners, but **DO NOT MAIL - YET**.
4. **At least 18 days prior to your public hearing**, take the letter in their envelopes to the Post Office, and ask the cashier/clerk for “certificates of mailing” for the letters. The clerk will give you a card to fill out for each letter that states to what addresses the letters are being sent. The certificates of mailing cost approximately \$1.15/letter. The clerk will stamp the certificates of mailing, and give them back to you. Planning Staff will not call you to remind you to mail your letters, so please do this at your earliest convenience. **If the letters are not mailed 18 days prior to the meeting, the case will be delayed one month due to improper advertising.**
5. Bring back in the stamped certificates of mailing (or a copy of them) for our files at least 18 days prior to the meeting. When you bring in the certificates, you will receive your sign to post on your property (for ZBA applications). The sign must be posted on the property 15 days prior to the meeting for Planning Commission and ZBA applications.

(Date)

Re: Application number _____

Project: _____

Dear Neighbor,

I am applying to the City of Frederick Zoning Board of Appeals for approval
of a _____(type) at _____(location)
for the purposes of _____.

You are invited to attend the scheduled public meeting in support or in opposition of this
request. Meeting details are as follows:

Meeting Date: _____

Meeting Time: 7:00 p.m.

Meeting Location: Municipal Annex, 140 W. Patrick Street

If you have any further questions about this request, please contact the Case Planner or
me by phone at the numbers listed below:

Applicant's name and phone number: _____

Case Planner's name and phone number: _____

Sincerely,

(Applicants Name)