



For Official Use Only	
Case Number:	
Hearing Date:	
Amount Paid:	\$
Date Paid:	

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

PLANNING COMMISSION FENCE MODIFICATION APPLICATION

Please legibly print or type the following application in its entirety. Incomplete applications will not be accepted. **Submit the twelve (12) copies** of this application, and any supporting information, along with appropriate fees, by 3:00 pm of the application deadline date.

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.)	Modification 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. height or setback requirement, etc.)	Request (i.e. proposed reduction in height or setback)
FEES	
Modification	Fee
	\$50.00
TOTAL FEE CHARGED	\$

<p>JUSTIFICATION FOR MODIFICATION</p> <p>Section 820(d) states that <i>“(1) The Planning Commission may approve modifications to the height and location of fences, walls, or hedges. (2) The Applicant must provide modification materials in accordance with either Section 309(m) for new developments or Section 1225 for existing structures”</i></p> <p>Section 309(m)(4) states that <i>“No modification may be granted unless the Planning Commission or Department finds that:”</i> <i>(Please respond to each condition statement in the area provided - use additional paper if necessary.)</i></p>
<p>A. The modification will not be contrary to the purpose and intent of the Code.</p>
<p>B. The modification is consistent with the Comprehensive Plan.</p>
<p>C. The application includes compensating design or architectural features so as to meet overall objectives of the particular requirement.</p>
<p>Section 820(d) 3 states, <i>“In addition to the review criteria of Section 309(m) (4), the Planning Commission shall also consider the following criteria in approving said modifications.”</i> <i>(Please respond to each condition statement in the area provided - use additional paper if necessary.)</i></p>
<p>A. The proposed fence, wall, or hedge complies with the sight triangle provisions outlined in Section 611(t).</p>
<p>B. The proposed fence, wall, or hedge is consistent with the scale and design of the surrounding community.</p>
<p>C. The proposed fence, wall, or hedge does not adversely impact the use and enjoyment of other properties in the immediate vicinity.</p>

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

Signature of Applicant/Agent

Date

(Date)

Re: Application number _____

Project: _____

Dear Neighbor,

I am applying to the City of Frederick Planning Commission 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: **Frederick City Hall Board Room; 101 N. Court 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)

NEIGHBOR NOTIFICATION PROCEDURE

Required for annexation, master plan, area plan, major/minor site plan, and general text/map amendment (including HDO boundary change) applications, and all ZBA applications (except variances for wheelchair accessibility).

1. Complete the Neighbor Notification letter, included in the application, and 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**, and the property may be rented.
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 \$0.95/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.