



FREDERICK

PLANNING

Planning Department Zoning Board of Appeals Digital Submittals:

The City of Frederick Planning Department is **ONLY** accepting digital submittals of applications, plans and documents, unless otherwise directed by Staff. Payment of fees by credit card is preferred via our [Citizen Access Portal](#). If paying by check, the check with a copy of your application form must be received in the front vestibule planning box at 140 W. Patrick Street on or before the submittal deadline. Questions, please contact Carreanne Eyler at ceyler@cityoffrederickmd.gov.

For **Zoning Board of Appeals Applications**, 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. Any files that are larger may be sent via a shared link. You will need to remove your email signature image before submitting. If you have any questions, please contact ceyler@cityoffrederickmd.gov.

- **Each project case should be submitted in separate emails.**
- **The subject line of the email should clearly state type of project, project name and city file number assigned (if applicable) emails will be returned if identification is not clear.**
- **All files sent must be clearly labeled.**
- **All plan pages must be combined into one document.**
- **Maximum file size is 20 MB.**
- **Do Not copy (Cc) individual staff members in your submittal emails.**

Subject line example:

- ZBA Conditional Use – [**project name**] [**case number if assigned**] o Example: ZBA Conditional Use – Dunkin Donuts – ZBA21-00020

The City Planning Department reserves the right to reject any digital file submitted which is not compatible with the City's listed requirements for submittal. The Contractor, Developer or Consultant would then be required to resubmit the files in an acceptable format.