



# Guide to Submitting an Agricultural Zoning Certificate



# Visit our Application Portal



Login

Email Address \*

Password \*

☐ Remember Me

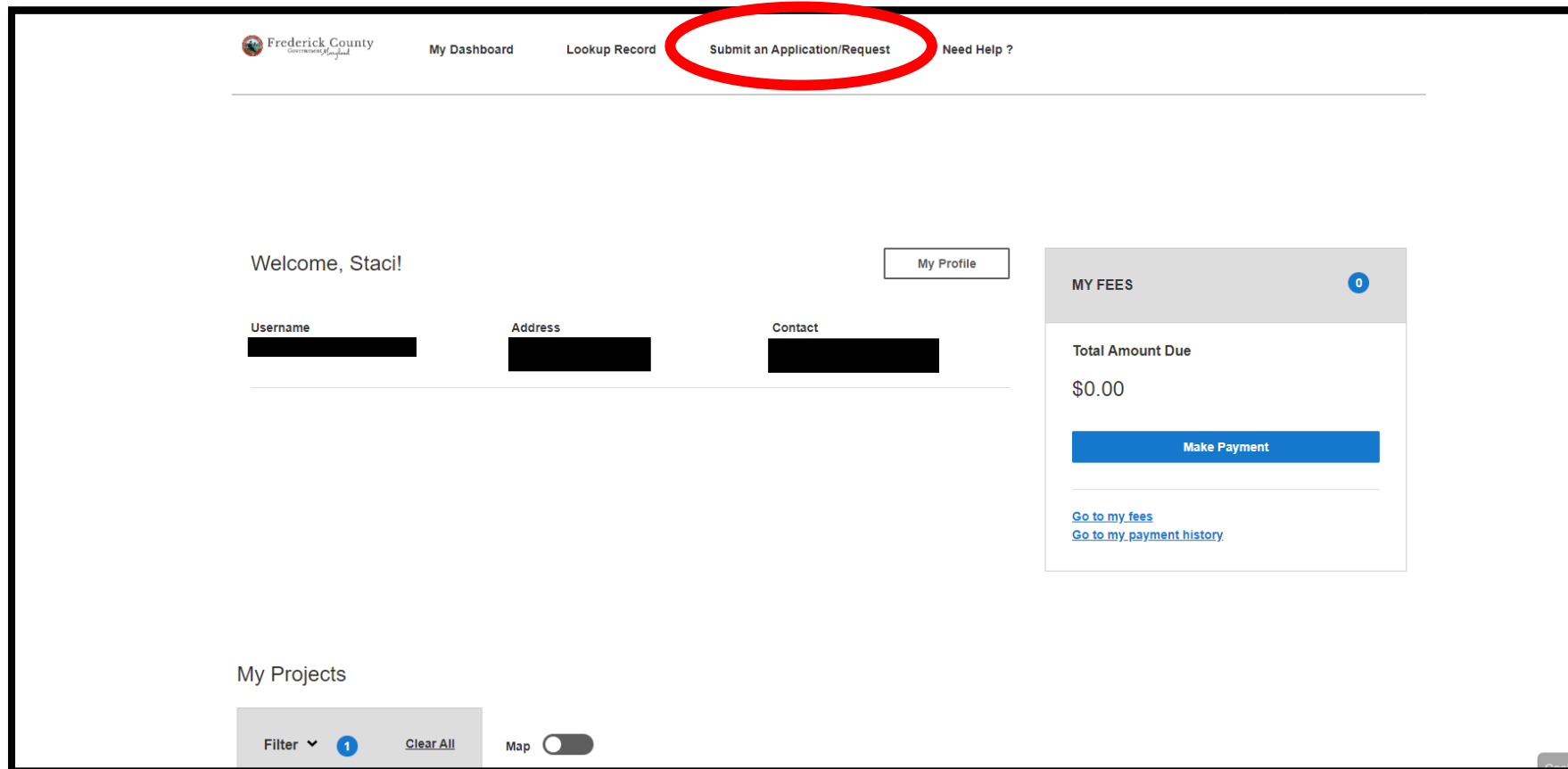
LOG IN

[Forgot Password?](#)


1. Create a portal login if you do not already have one.
2. Sign into your account.  
\*\* If you have forgotten your password, please click on the “forgot password”.

**planningandpermitting.frederickcountymd.gov**

# Click “Submit and Application/Request



# On the right side of the page select “Building Permits

[My Dashboard](#)[Lookup Record](#)[Submit an Application/Request](#)[Need Help ?](#)

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## Submit a New Record

### County Requests

Choose from the list below to report an issue or complaint.

> Anonymous Potential County Code Violation This is not to be used as an application for proposed construction
> Building Permit Related Complaints
> Fire Marshal Related Complaints
> Forest Resource Ordinance Complaints
> Grading/Drainage Related Complaints
> Health Department Related Complaints
> Zoning Department Related Complaints

### Licenses, Permits, Planning, and Zoning


Apply for or renew a license, permit, Planning, or Zoning application.

> <b>Building Permits</b> Building Permit Application Types
> Business License Business License Application Types
> Earth Disturbance Permits Earth Disturbance Permits - Logging and Grading
> Planning Planning Application Types
> Trade License Trade License Application Types
> Use Permits Use Permits Application Types

# Select: Zoning Certificate

➤ Anonymous Potential County Code Violation This is not to be used as an application for proposed construction	▼ Building Permits Building Permit Application Types
➤ Building Permit Related Complaints	<a href="#">Demolition Permit</a>
➤ Fire Marshal Related Complaints	<a href="#">Driveway Apron Permit</a>
➤ Forest Resource Ordinance Complaints	<a href="#">Electrical Permit</a>
➤ Grading/Drainage Related Complaints	<a href="#">Fire Permit</a>
➤ Health Department Related Complaints	<a href="#">Forest Resource Ordinance Permit (FRO)</a>
➤ Zoning Department Related Complaints	<a href="#">Non Residential Building Permit</a>
	<a href="#">Plumbing Permit</a>
	<a href="#">Residential Building Permit for New or Replacement Dwellings</a>
	<a href="#">Residential Use Permit (Addition, Alteration, Accessory) for existing dwellings</a>
	<a href="#">Sign Permit</a>
	<a href="#">Tank Permit</a>
	<a href="#">Trailer Permit</a>
	<a href="#">Zoning Certificate</a>
	➤ Business License Business License Application Types
	➤ Earth Disturbance Permits Earth Disturbance Permits - Logging and Grading
	➤ Planning



 Frederick County  
GOVERNMENT SERVICES

[My Dashboard](#) | [Lookup Record](#) | [Submit an Application/Request](#) | [Need Help ?](#)

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Submit a New Record ✓ [Save Progress](#)

✓ Choose a Record

Record Information

Additional Information

Review

Confirmation


Instructions

**Zoning Certificates for Agricultural Building only, exempt from the building code**  
**PLEASE SCROLL TO READ ALL INSTRUCTIONS**

This information is intended for a proposed agricultural building or structure that qualifies as EXEMPT FROM THE FREDERICK COUNTY BUILDING CODE, per local amendment to § 101.2, Exception 4: Agricultural Buildings. To qualify for exemption from the Building Code, the construction must meet all of the following conditions:

Agricultural Building.

It must be designed and constructed to house farm implements, hay, grain, poultry, livestock or other horticultural products.

 Print Instructions

*Fill in the record information. Fields with \* are Required*

**What kind of record are you submitting?**

Zoning Certificate

# — Complete the application

Note: fields marked with a **red \*** must be completed

**Fill in the record information. Fields with \* are Required**

What kind of record are you submitting?  
Zoning Certificate

**Title \*** ⓘ  
SWEET LITTLE SIS FARM

**Work Type \*** ⓘ  
Select  
Select  
Accessory  
**New**

**Occupancy Type \*** ⓘ  
AGRICULTURAL

**Square Footage \*** ⓘ  
1200

**Description \*** ⓘ  
New 20 x 60 pole building for storage of farm equipment (tractors, tools, etc.)  
1920 characters left

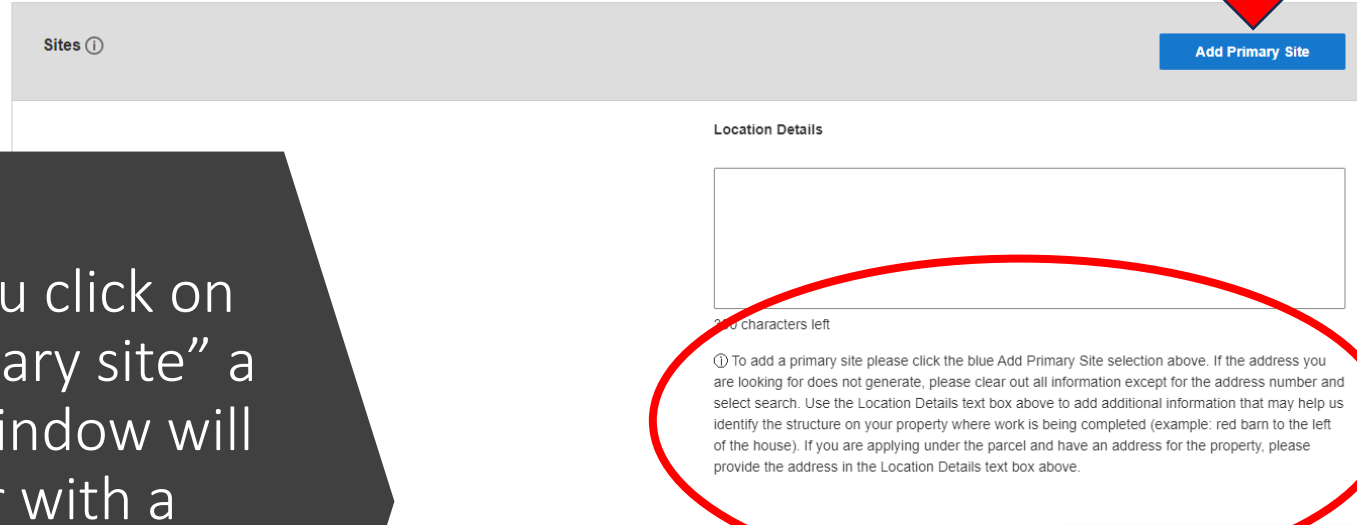
This field indicates your responsibility for this request:  
**Applicant Type \***  
Property Owner

**Sites** ⓘ **Add Primary Site**

## Add Primary Site-

When you click on “add primary site” a pop-up window will appear with a search to find the address for your project.

**\*\*Note the instructions for how to search for the address**



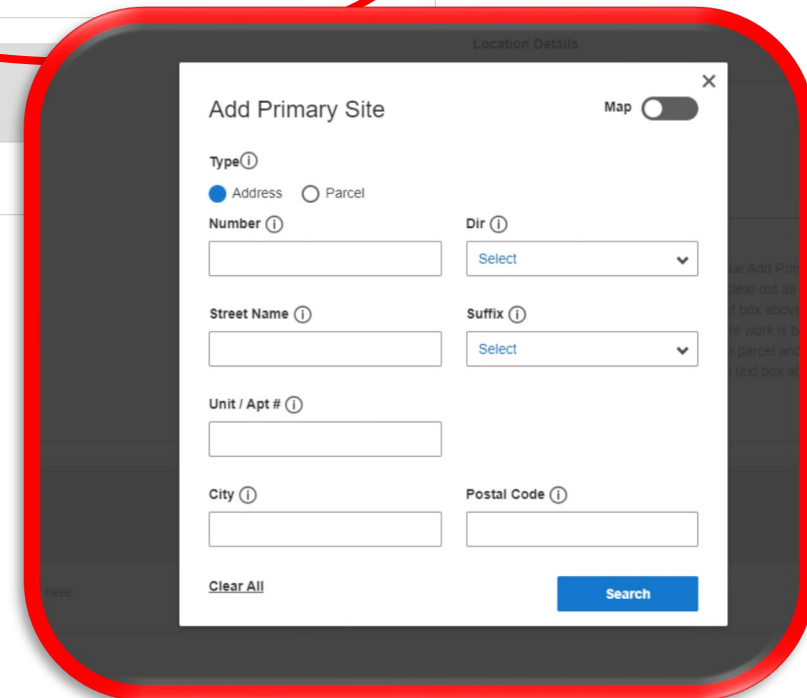
Sites ⓘ

Add Primary Site

Location Details

250 characters left

① To add a primary site please click the blue Add Primary Site selection above. If the address you are looking for does not generate, please clear out all information except for the address number and select search. Use the Location Details text box above to add additional information that may help us identify the structure on your property where work is being completed (example: red barn to the left of the house). If you are applying under the parcel and have an address for the property, please provide the address in the Location Details text box above.



Location Details

Add Primary Site

Map ☐

Type ⓘ

☒ Address ☐ Parcel

Number ⓘ

Dir ⓘ

Street Name ⓘ

Suffix ⓘ

Unit / Apt # ⓘ

City ⓘ

Postal Code ⓘ

Clear All

Search



# Add Primary Site-

When you input just the number for the street address, a list of properties with that number will generate.

Select your address and click “add site”.

The screenshot shows a web form titled "Add Primary Site" with a red border. At the top, there is a text input field containing "30" and a "Select" dropdown menu. Below this are four input fields: "Street Name" (with an information icon), "Suffix" (with a "Select" dropdown and an information icon), "Unit / Apt #" (with an information icon), and "City" (with an information icon). To the right of the "City" field is a "Postal Code" field (with an information icon). Below these fields are two buttons: "Clear All" and "Search". A "Results" section follows, displaying a list of addresses with radio buttons for selection. The selected address is "30 N MARKET ST Frederick MD 21701". At the bottom of the form are two buttons: "Cancel" and "Add Site".

30

Select

Street Name ⓘ

Suffix ⓘ

Unit / Apt # ⓘ

City ⓘ

Postal Code ⓘ

Clear All

Search

Results

- ☐ 30 W MAIN ST Middletown MD 21769
- ☐ 30 W MAIN ST Emmitsburg MD 21727
- ☐ 30 W MAIN ST Thurmont MD 21788
- ☐ 30 W MAIN ST APT 2 Thurmont MD 21788
- ☐ 30 MAPLE AVE Walkersville MD 21793
- ☒ 30 N MARKET ST Frederick MD 21701
- ☐ 30 MONOCACY BLVD Frederick MD 21701
- ☐ 30 E MOSER RD Thurmont MD 21788
- ☐ 30 MOUNTAINGATE DR Frederick MD 21703

Cancel

Add Site

# Add Attachments-

\*Please refer to the submittal requirements for Zoning Certificate AG Building and upload all required documents.

Location Details

300 characters left

① To add a primary site please click the blue Add Primary Site selection above. If the address you are looking for does not generate, please clear out all information except for the address number and select search. Use the Location Details text box above to add additional information that may help us identify the structure on your property where work is being completed (example: red barn to the left of the house). If you are applying under the parcel and have an address for the property, please provide the address in the Location Details text box above.

Add Attachment

0 ^

Back

Save & Continue

30 N MARKET ST  
Frederick MD 21701  
Address

Location Details

Upload Attachments

Upload all attachments here.

Drag file here or **Browse** to select file.  
Cannot exceed 100MB and must be a .pdf, .jpg, .doc, .txt, or .png file.

Back

Save

Shows all attachments that are associated with the current application. Click Add Attachment to add a new attachment.





Attachments ①

There are no attachments to display here.

# When you have completed this section, click “Save & Continue”.

select search. Use the Location Details text box above to add additional information that may help us identify the structure on your property where work is being completed (example: red barn to the left of the house). If you are applying under the parcel and have an address for the property, please provide the address in the Location Details text box above.

Attachments ⓘ Add Attachment 2 ^

 <a href="#">Building Plans.pdf</a> Used as the default type for out-of-the-box functionality.  <a href="#">Delete</a>	 <a href="#">Plot Plan.pdf</a> Used as the default type for out-of-the-box functionality.  <a href="#">Delete</a>
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Back Save & Continue

## You do not need to fill out the Contact Details section.

This section can be used if you have additional people who you would like to be kept informed of the permit status.

If the person you are adding has a portal account, you will use the same email address they used to create their account.

All fees are due once the application has been accepted.

 [Print Instructions](#)

**Contact Details** ^

**Add Additional Contacts Only - Do not add yourself**

+ Add Row

Capacity *	First Name *	Last Name *	Email *
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**Zoning Cert Details** ^

# Complete the Zoning Cert Details page:

The screenshot displays the 'Zoning Cert Details' form. A red arrow points to the 'Construction Type' dropdown, which is open, showing options: 'Select', 'ACC399 OR LESS', 'ACC400 OR MORE', 'COMPLETE', 'PAVILION', and 'POLE BUILDING'. Another red arrow points to the 'Building Use' dropdown, which is also open, showing options: 'Select', 'AG BLDG EXEMPT PER BLD CODE', and 'FARM STAND'. The main form includes fields for 'Additional Electric?', 'Total Impervious Area is 7500 sq. or more', 'Designed and constructed to house farm implements...', 'Place of employment', 'NRCS Approved Project', 'Designed and constructed to be used as a farm stand', 'Structure will be used in conjunction with Agritourism Enterprise...', 'Additional Plumbing?', 'Qualifies for a Standard SWM Plan...', 'Place of Human Habitation', 'Used by public', 'Total Building Impervious Area (sq. ft.)', and 'Place where agricultural products are processed, treated or packaged'. A 'Section Complete?' dropdown is at the bottom, set to 'Yes'.

**Zoning Cert Details**  
**Construction Type**

Select

Select

ACC399 OR LESS

ACC400 OR MORE

COMPLETE

PAVILION

POLE BUILDING

**Zoning Cert Details**  
**Construction Type**

POLE BUILDING

☐ Additional Electric?

☐ Total Impervious Area is 7500 sq. or more

☐ Designed and constructed to house farm implements, hay, grain, poultry, livestock or other horticulture products

☐ Place of employment

☐ NRCS Approved Project

☐ Designed and constructed to be used as a farm stand

☐ Structure will be used in conjunction with Agritourism Enterprise (If selected, a Zoning Verification application will need to be submitted concurrently)

**Section Complete? \***

Yes

**Building Use**

AG BLDG EXEMPT PER BLD CODE

☐ Additional Plumbing?

☐ Qualifies for a Standard SWM Plan for Agricultural structure through SCD (total impervious area between 5000 and 7499 sq ft.)

☐ Place of Human Habitation

☐ Used by public

**Total Building Impervious Area (sq. ft.)**

☐ Place where agricultural products are processed, treated or packaged

**Building Use**

Select

Select

AG BLDG EXEMPT PER BLD CODE

FARM STAND



### Zoning Cert Details

#### Construction Type

POLE BUILDING

#### Building Use

AG BLDG EXEMPT PER BLD CODE

☒ Additional Electric?

☐ Total Impervious Area is 7500 sq. or more

☒ Designed and constructed to house farm implements, hay, grain, poultry, livestock or other horticulture products

☐ Place of employment

☐ NRCS Approved Project

☐ Designed and constructed to be used as a farm stand

☐ Structure will be used in conjunction with Agritourism Enterprise (If selected, a Zoning Verification application will need to be submitted concurrently)

☒ Additional Plumbing?

☐ Qualifies for a Standard SWM Plan for Agricultural structure through SCD (total impervious area between 5000 and 7499 sq ft.)

☐ Place of Human Habitation

☐ Used by public

#### Total Building Impervious Area (sq. ft.)

1200

☐ Place where agricultural products are processed, treated or packaged

#### Section Complete? \*

Yes

**Read each selection carefully and choose accordingly to your project.**

- If there will be electric or plumbing involved, a separate electrical and/or plumbing permit will be required.
- Review for stormwater management requirements.
- If this is a NRCS project, the approval letter must be attached to this application.

**Section Complete? YES**

# Building Details Zoning page:

- Complete all sections on the building details page; Site Information, Setbacks & Measurements, Building Materials, and Septic Information.
- Click “Save & Continue”

**Building Details Zoning**

[Site Information](#)

To Convert Acre to SF 43,560 X Acre

Lot Size	Disturbed Area (sq ft):
<input type="text" value="1089000"/>	<input type="text" value="1400"/>
Quantity of Cut + Fill (cu yd):	Total Impervious Area (sq ft)
<input type="text"/>	<input type="text" value="1200"/>
<input type="checkbox"/> New Driveway Apron	How many Driveway aprons ?
	<input type="text"/>
Is the driveway apron Open or Closed?	
<input type="text" value="Select"/>	

[Setbacks & Measurements](#)

Front *	Rear *
<input type="text" value="125"/>	<input type="text" value="125"/>
Right *	Left *
<input type="text" value="125"/>	<input type="text" value="125"/>
Building Height in Ft.	# of Levels Incl. Bsmt.
<input type="text" value="18"/>	<input type="text" value="1"/>
Gross Floor Area	
<input type="text" value="1200"/>	

[Building Materials](#)

Foundation Wall	Ext. Wall Const.
<input type="text" value="OTHER"/>	<input type="text" value="STEEL"/>
Ext. Wall Conv.	Roof Type
<input type="text" value="STEEL"/>	<input type="text" value="TRUSS"/>
Roof Composition	Interior Wall
<input type="text" value="STEEL"/>	<input type="text" value="OTHER"/>
Floor Covering	
<input type="text" value="CONCRETE SLAB FLOORING MATERIA"/>	

[Septic Information](#)

If installing new septic, please also select Conventional or Sandmound

If connecting to existing septic, please do not select a type

<input type="checkbox"/> New Septic	<input type="checkbox"/> Connect to existing septic
<input type="checkbox"/> Conventional	<input type="checkbox"/> Sand Mound
Name of Septic Installer:	<input checked="" type="checkbox"/> Septic And Construction Area Staked
<input type="text"/>	
Section Completed? *	
<input type="text" value="Yes"/>	

Frederick County  
Submit a New Record

My Dashboard   Lookup Record   Submit an Application/Request   Need Help?

Submit a New Record

Choose a Record   Record Information   Additional Information   **Review**   Confirmation

**Instructions**

1. The user is authorized to have this application.
2. The information is correct.
3. He / She will comply with all regulations of Frederick County which are applicable hereto.
4. He / She will perform no work on the reference property not specifically described in the application.
5. He / She knows that this permit does not include electrical or plumbing work; electrical and plumbing work requires a separate permit. Any change without approval of the agencies concerned shall constitute sufficient grounds for the disapproval of a permit. The appropriate revision fee shall be charged.

**Attachments**

Additional Electric? ☒ Additional Plumbing? ☒

Building Used as function: ☐ Total Impervious Area is 7500 sq. ft. or more ☐ Qualifies for a Standard SWM Plan for Agricultural structure through SCD (total impervious area between 5000 and 7499 sq. ft.)

☒ Designed and constructed to house farm implements, hay, grain, poultry, livestock or other horticulture products ☐ Place of Human Habitation

☐ Place of employment

Contact: ☐ NRCS Approved Project ☐ Designed and constructed to

Add Ad: ☐ Structure will be used in con. Verification application will re. ☐ Section Complete? Yes

Zoning: Building Details Zoning

Zoning Constr. POLE B: [Site Information](#)

To Convert Acre to SF 43,560 X

Lot Size 1000000

Quantity of Cut + Fill (cu yd): 0

☐ New Driveway Apron ☐ Connect to existing septic

Is the driveway apron Open or ☐ Sand Mound

[Setbacks & Meas](#)

**Gross Floor Area**  
1200

**Building Materials**

Foundation Wall OTHER	Ext. Wall Const. STEEL
Ext. Wall Conn. STEEL	Roof Type TRUSS
Roof Composition STEEL	Interior Wall OTHER
Floor Covering CONCRETE SLAB FLOORING MATERIA	

**Septic Information**

If installing new septic, please also select Conventional or Sandmound

If connecting to existing septic, please do not select a type

☐ New Septic ☐ Connect to existing septic

☐ Conventional ☐ Sand Mound

☒ Septic And Construction Area Staked

Name of Septic Installer:

Section Completed? Yes

Back Submit

**Review all information entered into the application and then click “Submit”**

Frederick County  
Submit a New Record

My Dashboard   Lookup Record   Submit an Application/Request

Submit a New Record

Choose a Record   Record Information   Additional Information   **Review**   Confirmation

**Instructions**

**Confirmation**  
Thank You! Your record was submitted. Please click the link ID below to see the details of your application.

ID 298788

Once you receive an **ID Number (permit number)** the permit comes back for us to complete our “Completeness Check”.

During completeness check we will determine if it needs more information or if it can move forward to the reviewers.

Once we approve our completeness check you will be notified that your permit is ready to be paid.

The permit CANNOT move to review until it is paid.

Review cycle for all approving agencies for a Zoning Certificate is one week.