



Mayor and Town Council
Town of Friendsville
Founded 1765

P.O Box 9,
Friendsville MD 21531
Ph: 301-746-5919
town@friendsvillemd.gov
www.friendsville.org

Procedure for Obtaining Zoning Permit

Applicants begin by obtaining a Zoning application packet from the Clerk at Town Hall where the procedure will be explained and questions may be answered.

The applicant will complete the forms, including a site plan drawing that includes:

- 1) location and dimensions of proposed building or other construction or property use
- 2) labeling of adjacent streets and /or alleys
- 3) existing structures on the property
- 4) distances from Town rights-of-way (not paved areas) and adjacent property lines to proposed construction

The applicant will pay Zoning Fees as required in Zoning Ordinance. We kindly request that you complete the attached zoning permit application and return it to our office along with your payment. Please note, we can only accept cash or checks, made payable to the **Town of Friendsville**. Our office is open Monday – Thursday from 9:00 a.m. to 3:00 p.m. A locked drop box is available for after-hours submissions for your convenience.

The Clerk will proceed to obtain approval (and building permit - if required) from the Zoning Administrator at the Garrett County Courthouse.

The applicant will be informed of any corrections, changes that need to be made or approval.

The approved application will be assigned an application number with permit approved to pursuant to the ordinance and returned to the applicant.

The applicant is notified that construction may begin. One year is allotted for completion of project.

Following completion of project, a final inspection will be done.