**Notice of Application**

ADMINISTRATIVE SUBDIVISION PLAN

 *(To be sent by the applicant, on applicant’s letterhead, to all individuals included on the Notice List.)*

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| **Plan Number** |  |
| **Name of Plan** |  |
| **Geographic Location** |  |
| **Current Zone** |  |
| **Number of Proposed Lots and Use(s)** |  |
| **Date** |  |
|  | *(To be filled out after the application has been accepted.)* |

*(Remove all lines of instruction when you have finished filling out the information on this form.)*

The above referenced plan application has been filed with the Montgomery County Planning Department and is being reviewed under the provisions of Chapter 50, Division 50.6 of the Montgomery County Code and according to the procedures outlined in COMCOR 50.00.01 Administrative Procedures for Subdivision Plan Review.

A copy of the proposed plan is enclosed. This plan may change because of specific reviews and changes suggested by Maryland-National Capital Park and Planning Commission (M-NCPPC) and other county and state agencies. You may participate in this review by sending written comments at any time to the Development Applications and Regulatory Coordination Division (DARC), M-NCPPC, 8787 Georgia Avenue, Silver Spring, Maryland 20910-3760, or by contacting the M-NCPPC lead reviewer. Contact information for the lead reviewer is available at our Development Activity Information Center (DAIC) on the M-NCPPC website at [www.montgomeryplanning.org/development](http://www.montgomeryplanning.org/development).

Comments on the proposed plan are due within 15 days of the mailing date of this notice. This application will be acted upon by the Director of the Montgomery County Planning Department within 90 days of the date the application was accepted. The Montgomery County Planning Board will not hold a public hearing on this application unless the planning director finds that any comment is substantive enough to warrant a public hearing. If so, written notification of the public hearing date will be sent to you no later than ten days before the hearing. If the planning director determines that a public hearing is not necessary, action will be taken without further notice.

If you have questions pertaining to this plan application, please contact the lead reviewer. If you have general questions about M-NCPPC’s process, please contact the Information Counter at (301) 495-4610.

Sincerely,

[applicant]