**Notice of Application**

PLAN AMENDMENT TO BE CONSIDERED AS A

CONSENT AGENDA ITEM BY THE MONTGOMERY COUNTY PLANNING BOARD

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

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| **Plan Type** |  |
|  | *Project, Preliminary, or Site Plan* |
| **Plan Number** |  |
| **Name of Plan** |  |
| **Geographic Location** |  |
| **Current Zone** |  |
| **Amendment Summary** |  |
| **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 amendment application has been filed with the Montgomery County Planning Board and is being reviewed under the provisions of the Montgomery County Code and according to the procedures outlined in the *Manual of Development Review Procedures for Montgomery County, Maryland*.

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 by linking to the Development Activity Information Center (DAIC) on the M-NCPPC website at [www.montgomeryplanning.org/development](http://www.montgomeryplanning.org/development).

A copy of this plan has also been sent to the public library closest to the site and the public schools which serve the above site for posting on their listservs if the school or library chooses to do so.

Comments on the proposed plan amendment are due within 15 days of the mailing date of this notice. The Montgomery County Planning Board will not hold a public hearing on the above referenced plan application unless the planning director finds that any comment is substantive enough to warrant a public hearing. If the planning director determines that a public hearing is not necessary, all parties that submitted comments to staff will be informed of the date the consent item will be on the agenda. Any person may submit additional comments directly to the Planning Board to request that the item be removed from the consent agenda before or up to the Planning Board date.

If it is determined a public hearing is warranted, written notification of the public hearing date will be sent to you no later than ten days before the hearing.

If you have questions pertaining to the 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]