**Notice of Application**

ADMINISTRATIVE SUBDIVISION PLAN TO BE CONSIDERED BY THE PLANNING DIRECTOR

 *(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 the regulations for Chapter 50 under COMCOR 50.00.01.

A copy of the proposed plan is enclosed as well as a brochure entitled “Development Applications in Montgomery County”. 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 to the M-NCPPC lead reviewer, or by mailing written comments to Montgomery Planning - 2425 Reedie Drive, Wheaton, MD, 20902. 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 30 days of the mailing date of this notice. The Montgomery County Planning Board will not hold a public hearing on this application unless the Planning Director receives a relevant objection within the 30-day time period. 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 and within 90 days of the date the application was accepted.

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]