**Notice of Application**

PLAN AMENDMENT 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.)*

|  |  |
| --- | --- |
| **Plan Type** |  |
|  | *Minor amendment to Project Plan, Site Plan, and* *requests to change Preliminary Plan validity periods* |
| **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 Planning Department and is being reviewed under the provisions of the Montgomery County Code and according to the procedures outlined by Chapter 59 and the regulations for Chapter 50 at COMCOR 50.00.01.

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 MNCPPC 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).

Comments on the proposed plan amendment are due within 15 days of the mailing date of the notice. This application will be acted upon by the Director of the Montgomery Planning Department. The Montgomery County Planning Board will not hold a public hearing 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 will be held. 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 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]