

OFFICE OF ZONING AND ADMINISTRATIVE HEARINGS
MONTGOMERY COUNTY, MARYLAND
100 Maryland Avenue, Room 200
Rockville, Maryland, 20850
(240) 777-6660
www.montgomerycountymd.gov/OZAH

OZAH No. CU-_____
Date Certified Complete _____
Date Filed _____
Hearing Date _____
Time _____

APPLICATION FOR CONDITIONAL USE

Please Print Legibly

1. Applicant(s) _____
2. Property to be used: Lot ____ Block _____ Subdivision _____ Tax Account No. _____
3. Street Address: _____ City _____ State ____ Zip _____
4. Current Zoning: _____ Proposed Use _____
5. Zoning Ordinance Section Governing Proposed use: Section 59-3- _____
6. If this Application is for a Day Care Facility, specify the number of persons to be cared for: _____
7. Owner of property: Name _____
Address _____
8. Applicant's legal interest in the property listed above property: (check one)
☐ Owner (including joint ownership) ☐ Lessee ☐ Tenant other than lessee ☐ Contract Purchaser
☐ Other (Describe) _____
9. Has any previous application for a conditional use involving this property been made by this Applicant, or by anyone else to this Applicant's knowledge? _____
If yes, give Case Number(s): _____

I hereby affirm that all the statements and information contained in or filed with this Application are true and correct.

Signature of Attorney

Print Name

Address:

Email:

Phone:

Applicant's Signature

Print Name

Address:

Email:

Phone:

INSTRUCTIONS FOR FILING APPLICATION FOR A CONDITIONAL USE

1. Applications for a conditional use are filed with the Montgomery County Planning Department Intake and Regulatory Coordination Division (DIRCD) at 2425 Reedy Drive, Wheaton, MD 20902, (301) 495-4610. The Planning Department reviews the application to ensure that all necessary items have been submitted. The Planning Department publishes a [checklist](#) of all materials required for a conditional use application. If you do not have a computer, you should contact the DIRCD at the phone number given.
2. Applicants must pay a fee to file a conditional use application. The amount of the application fee depends on the use you are applying for. The [fee schedule](#) is on OZAH's website, or you may call OZAH at (240) 777-6660 for the correct fee amount. Twenty-five percent of the filing fee must be paid directly to the Montgomery County Planning Department when the application is submitted for their review. Payment of the remaining 75% of the filing fee must be included with the application when it is filed with OZAH. Checks or money orders for fees paid to the Office of Zoning and Administrative Hearings should be made payable to Montgomery County, Maryland. Cash cannot be accepted. All fees will be requested by DIRCD when they need to be submitted.
3. After the application has been accepted by DIRCD, Applicants must also pay a fee for signs that must be posted on the property. One sign must be posted for every 500 feet of road, open space, or easement frontage. When filing, Applicants must submit a deposit of \$200 per sign. \$100 of the deposit will be refunded if the sign is returned in useable condition after the Hearing Examiner decides the application.
4. Conditional use applications require that an OZAH sign be posted on the property within five (5) days after the application is accepted by the office. Contact OZAH at the preceding number to arrange to pick up the signs.
5. Address correspondence to: Office of Zoning and Administrative Hearings, 100 Maryland Avenue, Room 200, Rockville, Maryland, 20850 (Telephone number: 240-777-6660) or by email at ozah@montgomerycountymd.gov.

SUBMISSION OF REQUIRED NOTICE LIST

The Montgomery County Zoning Ordinance requires that notice of public hearing be mailed to "... to all abutting and confronting property owners; civic, homeowners, and renters associations that are registered with the Planning Board and located within 1/2 mile of the site; any municipality within 1/2 mile; and, if applicable, pre-submittal meeting attendees who request to be a party of record. A condominium's council of unit owners may be notified instead of the owner and residents of each individual condominium."

It is the Applicant's responsibility to submit a list of the names and addresses of all those to whom notice must be sent. The Hearing Examiner may require that notice be sent to additional property owners.

Applicants may find the names and addresses of abutting and confronting property owners, civic, homeowners, and renters association from the Planning Department's [Mailing List Generator](#). You may print the list from the website or fill in the names and addresses below.

If you do not have access to a computer, you may obtain the names and addresses of abutting and confronting property owners by visiting the Maryland State Department of Assessment and Taxation, and to list those persons on the reverse side of this form. The tax office is located at 30 West Gude Drive, Suite 400, Rockville, MD, 20850, Phone: 240-314-4510. You should consult with the Planning Department Intake Division about obtaining the addresses of associations and condominiums.

OFFICE OF ZONING AND ADMINISTRATIVE HEARINGS FOR MONTGOMERY COUNTY

LIST OF ADJOINING AND CONFRONTING PROPERTY OWNERS

| NAME | ADDRESS (Please add Zip Code) | LOT/PARCEL | BLOCK |
|-------------|--|-------------------|--------------|
| | | | |