**Notice of Application**

PLANNING DIRECTOR LEVEL PLAN AMENDMENT

 *(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 or Site Plan* |
| **Plan Number** |  |
| **Name of Plan** |  |
| **Geographical Location** |  |
| **CurrentZoning** |  |
| **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 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 (MNCPPC) and other county and state agencies. You may participate in this review by sending written comments at any time to the Development Application and Regulatory Coordination Division (DARC), MNCPPC, 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 MNCPPC 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 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 if a public 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 MNCPPC’s process, please contact the Information Counter at (301) 495-4610.

Sincerely,

[applicant]