**Notice of Application**

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

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| --- | --- |
| **Plan Type** | Pre-Preliminary Plan |
| **Plan Number** |  |
| **Name of Plan** |  |
| **Geographical Location** |  |
| **Current Zoning** |  |
| **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 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.

This application has been filed for advice only and is being considered at a staff level. The Montgomery County Planning Board will not hold a public hearing on the above referenced plan application to obtain public comment.

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]