

PLANNING AND CODE ADMINISTRATION

City of Gaithersburg · 31 South Summit Avenue · Gaithersburg, Maryland 20877 · Telephone: (301) 258-6330 · Fax: (301) 258-6336
plancode@gaitthersburgMD.gov · www.gaitthersburgMD.gov

ADJACENT PROPERTY NOTIFICATION
Minor Amendment to Special Exception- Staff Approval
In accordance with Chapter 24, Article 12, Section 24-12.7(J) of the City Code

To the property owner at

(Insert property owner address here)

As required in Sections 24-12.7(J) and 24-12.6(K)(3) of the City Code, you are receiving this notification because you own abutting or confronting property for the following land use application:

Address of Subject Site:

Applicant's Name:

Changes Requested *(Include the Special Exception # to be amended):*

**Date Application
Submitted to the City:**

**Date Notification given to
Adjacent Property Owner:**

The Planning and Code Administration staff reviews these applications on a weekly basis. For your reference, a copy of the proposed application, City Code, and any applicable guidelines can be reviewed online at www.gaitthersburgMD.gov or in person at City Hall, in the Planning and Code Administration, Monday through Friday, 8 a.m. to 5 p.m.

If you wish to make any comments on the above application, please contact Staff at (301) 258-6330 or by email at PlanCode@gaitthersburgMD.gov within seven (7) days of the Application being submitted to the City. Please note that comments which object to the application but do not specifically reference the proposed modifications will not be considered by Staff. **The Planning and Code Administration staff will make every effort to allow written comments prior to taking action. However, if a response is not received within seven (7) days, then a final decision will be made on this application.**

NOTE: Any reproduction of this form must include the back side. Forms which are given to adjacent property owners but do not contain Section 24-12.7(J)(6) will not be accepted as proper notification.

Be advised that you have the right to file an appeal of the Staff Approval in accordance with Chapter 24, Article 12, Section 24-12.7(J)(6) of the Gaithersburg City Code, below:

GAITHERSBURG CITY CODE

Chapter 24, Article 12, Section 24-12.7(J)(6)

Appeal of minor amendment decisions. Decisions on all minor amendment requests by the planning director or designee may be appealed subject to the following:

- (a) Such a decision may be appealed to the city board of appeals when such an appeal is filed with the planning department in writing within fifteen (15) days after the decision is mailed by the planning director or designee.
- (b) The board of appeals, in its discretion, may hold a public review on the decision of the planning director or designee, or order written statements and oral argument in lieu of a public review.
- (c) The board of appeals may approve, approve with modification, or disapprove the requested amendment and shall state the reasons for its action in writing.