

PLEASE READ THIS NOTICE IN ITS ENTIRETY

Board of Appeals' Physical Offices Closed to the Public; Staff is Working Remotely

The Board's physical offices are currently not open due to COVID-19. Board staff are working remotely to maintain operations to the extent feasible, and are available to assist you during our normal business hours. We regret any inconvenience that this may cause.

Currently Scheduled Hearings and Worksessions

Until further notice, all scheduled hearings and Worksessions are being held remotely, using Microsoft Teams. Information needed to access the Board's remote proceedings is posted on the Board's website on the Friday before the proceedings under the "MS Teams Access, Exhibits and Other Materials" link. See <https://www.montgomerycountymd.gov/boa/virtual-meeting.html>. That link also contains additional information and instruction regarding Microsoft Teams.

**Variations Applications, Administrative Appeals, and Special Exception Modifications/Transfers
Should Be Emailed and Sent via US Mail**

If you wish to file a variance application or an administrative appeal, or if you want to request a special exception transfer or modification, please scan your application materials (or send a photograph, if a scanner is not available) and email them to BOA@montgomerycountymd.gov. Be sure to include photos of any large drawings you intend to submit and of the check for your filing fee. In addition, you need to mail your application and all required materials, **via U.S. Mail**, to **Montgomery County Board of Appeals, 100 Maryland Avenue, Room 217, Rockville, MD 20850**.

Staff will contact you to acknowledge receipt of your submission, let you know if anything is missing, and give you a tentative hearing date. Variance applicants will be asked to make an appointment to come to our temporary offices at the Broome School (751 Twinbrook Parkway, Rockville, MD) to pick up the required sign.

**Compliance with Statutory Deadlines
(Appeals, Requests for Public Hearings, Requests for Reconsideration, etc.)**

Because remote operations may not always allow us to promptly date-stamp incoming U.S. Mail, **until further notice, all time-sensitive filings (administrative appeals, appeals of conditional use decisions/requests for oral argument, requests for public hearings on administrative modifications, requests for reconsideration, etc.) should be sent via email to BOA@montgomerycountymd.gov, and will be considered to have been filed on the date and time shown on your email.** In addition, you also need to send a hard copy of your request, with any required filing fee, **via U.S. Mail**, to the Board's 100 Maryland Avenue address (above). Board staff will acknowledge receipt of your request, and will contact you regarding scheduling.

Please Contact Us with Questions

Board staff will be monitoring the BOA@montgomerycountymd.gov mailbox and the Board's main telephone line (240-777-6600) during our normal business hours. Please leave a message with good contact information, and staff will respond to your inquiry as soon as we are able.