

Notice on Appointment Information and Hours, Updated Filing Instructions

PLEASE READ THIS NOTICE IN ITS ENTIRETY

The Board of Appeals' offices are open by appointment on Tuesdays and Thursdays between the hours of 10:00 a.m. and 4:00 p.m. for sign pickup and drop off, file review, and in-person delivery of documents. To schedule an appointment, please email BOA@montgomerycountymd.gov with your desired date and time, and the purpose/nature of your visit. Please put "appointment request" in the subject line of your email, and please include good contact information (email and telephone number) so that staff can reach out to you to confirm your appointment. In addition, Board staff will continue to be available to assist you virtually during our normal business hours (8:30 a.m. to 4:00 p.m., Monday through Friday).

****DUAL FILING REQUIRED FOR ALL REQUESTS ****

Variances Applications, Administrative Appeals, and Special Exception Modifications/Transfers Must Be Emailed AND Either Sent via US Mail or Hand-Delivered.

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, because we now require that all requests be filed electronically AND in hard copy form, you must either (1) mail the signed hard copy of your application and all required materials, **via U.S. Mail**, to the following address:

Montgomery County Board of Appeals
100 Maryland Avenue, Room 217
Rockville, MD 20850

or (2) make an appointment to hand deliver your documents to our offices located at 100 Maryland Avenue, Room 217, in Rockville, Maryland, between 10:00 a.m. and 4:00 p.m. on a Tuesday or Thursday. Board Staff will acknowledge receipt of your submission, and will let you know if anything is missing. For variances and administrative appeals, once your application is complete, Staff will contact you to give you a hearing date. For special exception modifications and transfers, and other matters that are considered at a Worksession, Staff will contact you to let you know when the Board will consider your request.

Sign Pick-up and Drop-off. Variances and accessory apartment transfers require the posting of the property with a large sign. If you are requesting a variance or the transfer of a special exception for an accessory apartment, Staff will make an appointment for you to come to our offices between 10:00 a.m. and 4:00 p.m. on a Tuesday or Thursday to pick up the required sign. Alternatively, if you elect to make an appointment to deliver your hard copy materials in person, you can pick up the required sign at that time.

Anyone wishing to return a sign should contact Board staff at BOA@montgomerycountymd.gov for up-to-date instructions.

Other Requests/Statutory Deadlines

Persons submitting requests for reconsideration, requests for a public hearing, or requests for oral

argument/appeal regarding a conditional use decision issued by OZAH are also required to dual file their request, and should email a scanned copy (or photograph, if a scanner is not available) of their submission to BOA@montgomerycountymd.gov, and then either mail the signed hard copy, **via U.S. Mail**, to the following address: Montgomery County Board of Appeals, 100 Maryland Avenue, Room 217, Rockville, Maryland 20850, or make an appointment to hand-deliver the signed hard copy to our offices between 10:00 a.m. and 4:00 p.m. on a Tuesday or Thursday.

Your appeal will be noted as having been filed on the date and time shown on your email. Board staff will acknowledge receipt of your request, and will contact you regarding scheduling.

Please Contact Us with Questions

Board staff monitor 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.