

STANDARD LETTER FOR NOTIFYING DOWNSTREAM LANDOWNERS

Revised March 2022

**(ENGINEERING FIRM LETTERHEAD)**

(NAME)  
(ADDRESS)

Re: Stormwater Management Concept Plan  
for (Subdivision or Project Name)  
M-NCPPC Plan Number (if applicable)

Dear (Addressee):

In accordance with Montgomery County Executive Regulation 702AM, this letter is to notify you of the above referenced application to the Montgomery County Department of Permitting Services (DPS). This application is for approval of a stormwater management concept plan, which may or may not be a part of a preliminary plan of subdivision. Copies of the preliminary plan (if applicable) and the proposed stormwater management concept plan are enclosed.

The stormwater management concept plan will be acted upon by DPS prior to action by the Montgomery County Planning Board on the Preliminary Plan of Subdivision (if applicable), or prior to the review of detailed development plans. The stormwater management concept plan illustrates how the applicant proposes to meet stormwater management standards as set forth by the Maryland Department of the Environment and by DPS. DPS review of the stormwater management concept plan is for the purpose of stormwater management compliance only. You, as an adjacent/downstream landowner, may provide in writing to DPS any information which you feel is pertinent to the proposed stormwater management concept plan review, and which you think should influence action taken by DPS when determining stormwater runoff requirements.

Written comments must be addressed to:

Mark C. Etheridge, Manager  
Montgomery County Department of Permitting Services  
Water Resources Section  
2425 Reddie Drive, 7<sup>th</sup> Fl.  
Wheaton, MD 20902

Comments must be delivered within three weeks of receipt of this notice which has been sent by Certified Mail. Comments received from landowners will be considered in the review of the stormwater management concept plan.

Sincerely,

(YOUR NAME)

Enclosures (LIST)