



DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

July 7, 2025

Sent Via E-mail
Oscar Flores & Cecilia Rivas

Re: Proposed Class 3 Accessory Dwelling Unit
10701 Edgewood Ave, Silver Spring, MD 20901 – Reference # 156742

Exhibit 4
OZAH Case No: ADW
26-01

Dear Oscar Flores & Cecilia Rivas,

The Department of Housing & Community Affairs (DHCA) accepted your application for a proposed Class 3 Accessory Dwelling Unit (ADU) which will be reviewed and approved through the Licensing and Registration Unit. Within 5 days of this letter, the Class 3 ADU public notification sign must be posted for at least 30 days on your front yard, visible from each public road which abuts the property and must be posted for the preliminary inspection. The ADU sign must be picked up from the DHCA office at 1401 Rockville Pike, 4th Floor, Rockville, MD 20852. DHCA office hours are Monday to Friday from 8:30 AM to 5 PM.

A home preliminary and final inspection will be conducted by Code Enforcement. An inspector will reach out to you directly to schedule the inspection. Please do not contact Licensing about scheduling the inspection. The owner must correct any violations noted on the preliminary inspection report within 30 days of the issuance of the Director's report findings which are posted online at www.montgomerycountymd.gov/dhcalicensing.

The preliminary inspection report and stamped drawing will be mailed by Code Enforcement after this and can then be used to apply for any needed permits from the Department of Permitting Services.

DHCA will issue the Class 3 ADU license once all requirements are met, including:

- Posting Public Notification Sign on front yard for at least 30 days
- Correcting all violations noted in Director's Preliminary Report
- Complying with MD Lead Poisoning Prevention Program (410) 537-4199
 - (only applies to rental properties built before 1/1/1978)
- Bill No. 31-12, Zoning Text Amendment 12-11 effective May 30, 2013
- Zoning Text Amendments 19-01 and 19-06 effective December 31, 2019
- "Class 3 Accessory Dwelling Unit" of the Montgomery County Code Chapter 29-16 and 29-26

The Class 3 ADU license is valid for one year from July 1 – June 30 and must be renewed on an annual basis by signing an affidavit and paying the annual license fee to the Montgomery County. For further information, contact me at 240-777-3617.

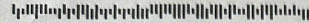
Sincerely,

Clifton Bouma
Clifton Bouma
Program Specialist II

Licensing and Registration Unit
Division of Finance and Administration

1401 Rockville Pike, 4th Floor • Rockville, Maryland 20852 • 240-777-0311 • 240-777-3699 FAX • www.montgomerycountymd.gov/dhca



Montgomery County DHCA1401 Rockville Pike, 4th Floor
Rockville, MD 20852☐ Check here for change of address on back**SINGLE-PIECE 2 SGL 153864AJ23-A-1
263 1 SP 0.690OSCAR V FLORES
10701 EDGEWOOD AVENUE
SILVER SPRING, MD 20901-1738**Remittance Section**

License Number	156742
Invoice Number	INV2026156742
Bill Date	06/23/2025
Due Date	07/31/2025
Amount Due	\$125.00
Amount Enclosed	\$

Please include your account number on your check.
Use enclosed envelope and make check payable to:
MONTGOMERY COUNTY DHCA RENTAL LICENSING
PO BOX 5568
BINGHAMTON NY 13902 - 5568

0055460000156742062320250731202500000125000

Keep lower portion for your records - Please return upper portion with your payment

**DHCA****Montgomery County DHCA**
1401 Rockville Pike, 4th Floor
Rockville, MD 20852

License Number	156742
Invoice Number	INV2026156742
Bill Date	06/23/2025
Due Date	07/31/2025
Amount Due	\$125.00

Important Messages

An AccessMCG account is required to Pay Fees online, Update Information, or Upload Files. Login to <https://www.montgomerycountymd.gov/DHCA-LicensingAndRegistration>.
A check or money order may be mailed to Montgomery County DHCA, PO Box 5568, Binghamton, NY 13902-5568

IMPORTANT- Read and complete the affidavit on the back of the invoice. If an exemption applies, it must be signed and received by DHCA by July 31, 2025. The completed form may be uploaded into the account, emailed to DHCA.Licensing@Montgomerycountymd.gov, or mailed to the DHCA office, Attn: Licensing& Registration 1401 Rockville Pike, Rockville, MD 20852.

Please note: FY 2026 renewal fees can be found by visiting <https://www.montgomerycountymd.gov/DHCA/housing/licensing/fees.html>. Licenses will be renewed upon receipt of payment and compliance with all applicable laws.

Description	Billing Period	No. Of Units	Per Unit Fee
License Fee 10701 EDGEWOOD AVE SILVER SPRING, MD 20901 Oscar.A.Flores86@gmail.com	07/01/2025 - 06/30/2026	1	\$125.00

TOTAL DUE \$125.00*Building Residential Permit # 1108100**Sign = 157251 7/11/25 + 30 days*



Department of Housing and Community Affairs **DHCA**

Date: April 24, 2025

Customer Name: Oscar Flores

License #: New Applicant ADU

Check #: 5816 Amount: \$615.00



Staff Name: Heather A. Detrick