

**REGARDING NOTICE OF PUBLIC HEARINGS BEFORE
THE BOARD OF APPEALS FOR MONTGOMERY COUNTY, MARYLAND**

Section 59-7.5.2.E of the Zoning Ordinance, Montgomery County Code, 2014, requires that notice of public hearings be mailed to "...all abutting and confronting property owners, civic and homeowners associations within ½ mile, any municipality within ½ mile, and pre-submittal meeting attendees if applicable.... for a sign variance, the deciding body must also send notice of the hearing to any special taxing district in which the proposed sign would be located and the technical staff of the Planning Board if the sign would be located on a property with a site plan...."

It is the responsibility of applicant(s) to supply the names and addresses of all such owners as shown on the current State Department of Assessment and Taxation records, and to list those persons on the reverse side of this form. The tax office is located at 30 West Gude Drive, Suite 400, Rockville, MD, 20850, Phone: 240-314-4510.

Instructions for Abutting and Confronting Property Owners

There are two different ways to access information about Abutting and Confronting Property Owners from the Maryland State Department of Assessment and Taxation (Phone: 240-314-4510). The first is to go to the Maryland SDAT website:

www.dat.state.md.us

Click on "Real Property," then click on "Real Property Data Search."

- (1) Select Montgomery County
- (2) Select Street Address
 - Enter Street Name
 - Click on the SEARCH button.
 - Review property addresses for those that share a common boundary and any property that faces your lot.

The second is to access this information via MCAtlas, which provides a map view that may make it easier to ascertain which properties abut and confront the subject property:

<http://www.mcatlas.org/zoning/>

- Enter the address for the subject property in the search box at the upper right side of the screen, and push "Enter."
- With your mouse, left click on the property for which you would like to view ownership information. A red dot will appear on the property.
- Click on the "Account #" link from the left hand column to access the SDAT information for that property and view the ownership information.
- Repeat this process as necessary for all abutting and confronting properties.

