



DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

Marc Elrich  
County Executive

Scott Bruton  
Director

September 10, 2024

**Sent Via E-mail**

Flavia Favali

Re: Proposed Class 3 Accessory Dwelling Unit  
7709 Oldchester Rd, Bethesda, MD 20817 – Reference # 151423

Dear Flavia Favali,

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, 4<sup>th</sup> Floor, Rockville, MD 20852. DHCA office hours are Monday to Friday from 8:30 AM to 4:30 PM.

A home preliminary and final inspection will be conducted by Housing Code Enforcement. An inspector will reach out to schedule 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](http://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 Department of Housing and Community Affairs. For further information, contact me at 240-777-3617.

Sincerely,

Handwritten signature of Clifton Bouma in cursive.

**Clifton Bouma**  
Program Specialist II  
Licensing and Registration Unit

Exhibit 5  
OZAH Case No: ADO 25-02

**Division of Finance and Administration**

Asset Management      Grants Administration      Licensing and Registration      Management Services

1401 Rockville Pike, 4th Floor • Rockville, Maryland 20852 • 240-777-0311 • 240-777-3699 FAX • [www.montgomerycountymd.gov/dhca](http://www.montgomerycountymd.gov/dhca)

