DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

Marc Elrich
County Executive

September 18, 2024

Scott Bruton
Director

Patricia Walshe
9627 Singleton Dr.
Bethesda, MD 20817

PRELIMINARY INSPECTION REPORT
Accessory Dwelling Unit (ADU)
ADU address: 9627 SINGLETON DR
Pending License #: 151445
Housing Code Case #: 187963

Dear Patricia Walshe:

The preliminary inspection for the ADU licensing and registration was conducted on **September 17, 2024 at 12:00 PM**. The required Licensing Pending ADU sign was not posted on the front yard and visible to the public. The existing ADU is located in the basement with the entrance door on the right of the house. The on-site parking measured 440 square feet and there is a 1-car garage. The property lot is not located within 1 mile of the Metrorail, Purple Line, or MARC Rail Station, so off street parking is required. The Principal Dwelling is approximately 4,620 gross square feet, and the Accessory Dwelling Unit is approximately 2,310 gross square feet.

All applicable building permits must be obtained through Department of Permitting Services (DPS) and/or Washington Suburban Sanitary Commission (WSSC) and finalized before DHCA can approve the license. All repairs, maintenance work, alterations, or installations shall be executed in a workmanlike manner and in compliance with all applicable codes. **Present this inspection report along with a copy of your stamped ADU drawing to DPS for any needed permits.**

The following requirements must be met for the ADU license to be approved:

1. The property must be occupied by the homeowner(s), who may reside in the principal dwelling or in the ADU. The ADU must have the same address as the main house.
2. The ADU may not be occupied by more than two adults (eighteen years or older) and total number of occupants must abide by the square footage limitations under Chapter 26 of the Montgomery County Code.
3. The ADU must be subordinate to the principal dwelling whether attached or detached and shall be the only additional living unit or residential use space on a lot or parcel. No other tenants, Airbnb's or short-term residential rentals are permitted.
4. Onsite parking of at least 480 square feet, the minimum parking space for three vehicles,

Exhibit 2
OZAH Case No: ADW 25-01

Division of Community Development

Code Enforcement   Common Ownership Communities   Neighborhood Revitalization

1401 Rockville Pike, 4th Floor • Rockville, Maryland 20852 • 240-777-0311 • 240-777-3701 FAX • www.montgomerycountymd.gov/dhca
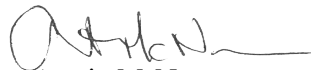
however, if a new driveway must be constructed for the ADU then a total of at least two on-site parking spaces must be provided. On-site parking is not required if the property is located within 1 mile of Metrorail, Purple Line, or MARC Rail Station.

5. Smoke alarm Maryland law requires the replacement of any battery-only alarms with new smoke alarms powered by a sealed-in, long-life battery. All electric and hard-wired smoke alarms must be replaced if over 10 years old; hard-wired alarms must remain hard-wired.

6. Carbon monoxide alarms are required outside each sleeping area and on every level to include the basement in homes that contain any fuel burning equipment, wood burning appliance or have an enclosed attached garage.

7. Utility rooms must be equipped with a keyed locking mechanism with the key kept in the possession of the owner.

8. Applicant shall provide copies of the finaled applicable building, electrical and plumbing permits from the Department of Permitting Services (DPS) and the Washington Suburban Sanitary Commission (WSSC). For more detailed information on DPS permit requirements and permit application guidance for ADUs, please visit https://www.montgomerycountymd.gov/DPS/Resources/Files/RCI/ADUGuidelines.pdf .

A re-inspection will be conducted on **October 17, 2024 at 11:00 AM** to verify proper placement of the yard sign. If you have any questions or need additional information, please feel free to contact me.

Sincerely,

Austin McNamara
Housing Code Inspector III
(240) 777-3797
Austin.McNamara@montgomerycountymd.gov

cc: DHCA Licensing and Registration

Division of Community Development

Code Enforcement   Common Ownership Communities   Neighborhood Revitalization

1401 Rockville Pike, 4th Floor • Rockville, Maryland 20852 • 240-777-0311 • 240-777-3701 FAX • www.montgomerycountymd.gov/dhca

montgomerycountymd.gov/311   **240-777-3556 TTY**

DHCA

Licensing And Registration

Director's report of findings on Accessory Apartment Class 3 license application

Application reference number	151445
Application Status	FC
Director's finding	FC
Date of finding	09/23/2024
Sign Pick-up Date	09/19/2024
Property address	9627 SINGLETON DR, BETHESDA, MD 20817
Structure type	Accessory Dwelling Unit Class 3 – Existing Attached
Owner	Patricia Walshe

Primary residence	☑	**Apartment entrance passed**		☑
Document used to validate primary residency	MD Driver's License			
Year built	1958	**Entrance location**	Side	
Parking passed	☐	**Existed prior to 5/20/2013**		
Driveway square footage (160 sq ft / car)	440	**Address same as house**		☑
Parking spaces required by Zone, age of house, and accessory apartment law	3	**Detached apartment requirement passed**		
		Other residential uses passed		☐
Size of apartment passed	☑	**Other residential uses**		☐
Application sent to OZAH		**Housing Code Enforcement case number**	187963	
ADUs permitted in Zone	☑	**Application Sent to Code**	09/17/2024	
Apartment square footage	2310	**Code Initial Inspection**	09/17/2024	
House square footage	4620	**Code Final Inspection**		

Individuals who disagree with the findings in the Director's Report or who believe that on-street parking is inadequate to accommodate the accessory apartment may object to the granting of the license and request a hearing with the Office of Zoning and Administrative Hearings (OZAH) within 30 days of the date the Director's Report of Findings is issued.

http://montgomerycountymd.gov/OZAH/Accessory_Apartments.html

The Office of Zoning and Administrative Hearings
Stella B. Warner Council Office Building
100 Maryland Avenue, Room 200
Rockville, MD 20850
240-777-6660
ozah@montgomerycountymd.gov