



arilton santos <ajds44@gmail.com>

Licensing & Registration - 907 NORA DR, - Reference # 95924

8 messages

Bouma, Clifton <Clifton.Bouma@montgomerycountymd.gov>
To: "ajds44@gmail.com" <ajds44@gmail.com>

Thu, Mar 28, 2024 at 1:45 PM

Thank you for submitting the Class 3 Accessory Dwelling Unit (ADU) application for the above referenced property. The application is under review.

PLEASE NOTE: The Class 3 Accessory Dwelling Unit application is not accepted until the formal acceptance letter is received from the Department of Housing and Community Affairs (DHCA).

Please read the information below and submit all required documents to DHCA to expedite your application process. To submit documents, update your application information or pay fees, login to your [AccessMCG account](#) and upload all documentation directly into your license record under the [Documents](#) tab.

1. Did owner(s) submit proof of primary residency?

Proof of Primary Residency (Must submit for **all** owners or trustees)

If NO, the lot or parcel of the proposed Class 3 Accessory Dwelling Unit must be the primary residence of the owner(s). Please submit a copy of any of the following documents as evidence:

- Recent Maryland Income Tax Return; or
- Current Maryland Driver's License Maryland; or
- Motor Vehicle Administration (MVA) Change of Address Card; or
- Owner's Real Estate Tax Bill for the address of the proposed ADU.

Your application states you live at 904 Nora Drive. Please provide a written statement if you are going to move to 907 Nora Drive. You will have to provide one of the above proofs of residence before final approval is given. You will also need to remove the cooking facilities from the illegal second unit at 904 Nora Dr. If you wish to rent that property, you will need to apply for a single family rental license prior to renting or advertising for renting it as one unit. Neither 904 or 907 Nora are zoned for multiple units.

2. Did owner(s) submit signed affidavit?

Signed Affidavit (Must be signed by **all** owners or trustees)

If NO, Class 3 Accessory Dwelling Unit owners are required to annually sign the Affidavit for attestation of the continued use of the property as the owner's primary residence and that the ADU will not be occupied by more than two persons 18 years of age or older. The Affidavit does not need to be notarized or signed in front of our staff and can be uploaded online in the record.

Affidavit not signed

Exhibit 43
OZAH Case No: ADO 25-01

3. Are the ruled-drawn drawings of the proposed ADU and off-street parking submitted?

8 1/2" x 11" Ruled-Drawing (Two separate drawings required):

If NO, **two** 8 1/2" x 11" ruled-drawn drawings must be submitted.

One with the dimensions of the **proposed ADU** including entrance and interior doors, windows, bathroom fixtures, kitchen appliances, labeled rooms, stairs, or door to main house.

One with off-street parking (driveway, parking pad, etc..) drawn and dimensions labeled.

Blueprints must be scaled down to fit an 8 ½" x 11" paper. Drawings do not have to be professionally done as long as all requested information is included. A site plan is not required.

Parking drawing missing driveway/parking pad dimensions

Once the application is accepted by DHCA, you will have 5 (five) days from the date of the acceptance letter to post the public notice sign. The sign must remain posted for 30 days. A preliminary and final inspection will be conducted by DHCA Housing Code Enforcement (HCE). If you disagree with any decision made in the DHCA Director's Final Report (approval, conditional approval or denial) an Objection can be filed with the Office of Zoning and Administrative Hearings (OZAH) at the address below within 30 days of the Director's Final Report.

The Office of Zoning and Administrative Hearings

751 Twinbrook Parkway

Rockville, MD, 20851

(240) 777-6660

OZAH@MontgomeryCountyMD.gov

Please note the acceptance of the application will be delayed if there is any missing information. Payments, Documents and Forms can all be submitted online through AccessMCG - <https://ex01.montgomerycountymd.gov/cas/login?service=https%3a%2f%2fex11.montgomerycountymd.gov%2fijn17%2fdhca-LicensingAndRegistration>

Any landlord without a Montgomery County Rental License is unable to pursue legal action against a tenant for unpaid rent in the District Court of Maryland and is subject to a civil citation from the Licensing and Registration unit.

Please contact Clifton Bouma with the Licensing and Registration Unit at Clifton.Bouma@MontgomeryCountyMD.Gov 240-777-3617 if you have any questions.



Clifton Bouma, Program Specialist II
Licensing & Registration, DHCA

email Clifton.Bouma@montgomerycountymd.gov

web www.montgomerycountymd.gov/dhca

1401 Rockville Pike, 4th Floor • Rockville, MD 20852

For questions about services provided by [Montgomery County](http://www.montgomerycountymd.gov), or to file a complaint, please contact [MC311](tel:301-311-0311) at 3-1-1 or (240) 777-0311.



For more helpful Cybersecurity Resources, visit: <https://www.montgomerycountymd.gov/cybersecurity>

 **Class 3 ADU Affidavit.pdf**
533K

Bouma, Clifton <Clifton.Bouma@montgomerycountymd.gov>
To: "ajds44@gmail.com" <ajds44@gmail.com>
Cc: "Yan, Xiaowen \Wen\"" <Xiaowen.Yan@montgomerycountymd.gov>

Fri, Mar 29, 2024 at 1:39 PM

Hello,

The application has not been accepted yet and you should not have picked up the sign yet. You can keep it for now, but the 30 day deadline will start from the day the application is accepted as you did things out of order. Please address the below matters ASAP in order to continue the process. No inspector can be assigned until this is completed. Thank you.

Regards,

[Quoted text hidden]

[Quoted text hidden]

arilton santos <ajds44@gmail.com>
To: "Bouma, Clifton" <Clifton.Bouma@montgomerycountymd.gov>
Cc: "Yan, Xiaowen Wen" <Xiaowen.Yan@montgomerycountymd.gov>

Mon, Apr 1, 2024 at 10:13 AM

Good morning,
I will be coming in today with my daughter.

- 1. I plan on living in the 907 ADU dwelling once it is built.**
- 2. I did not sign the affidavit because you were not in the office. I thought that you needed to be present for my signature. I will bring a signed one today.**
- 3. As for the driveway I thought I had printed that as well, but I will bring another version today.**

Attached you will find my letter of intent for moving into the 907 Nora Drive dwelling once it is complete. You will also find a copy of the driveway.

Respectfully,
Arlton

[Quoted text hidden]

3 attachments

 **907 Driveway Pt 2.pdf**
81K

 **907 Driveway.pdf**
2817K

 **ADU Dwelling.pdf**
58K

Bouma, Clifton <Clifton.Bouma@montgomerycountymd.gov>
To: arilton santos <ajds44@gmail.com>
Cc: "Yan, Xiaowen \"Wen\"" <Xiaowen.Yan@montgomerycountymd.gov>

Mon, Apr 1, 2024 at 10:23 AM

Hello,

Thank you for your e-mail. As per my e-mail, the parking drawing was missing the dimensions, so please add them.

Regards,



Clifton Bouma, Program Specialist II
Licensing & Registration, DHCA

email Clifton.Bouma@montgomerycountymd.gov

web www.montgomerycountymd.gov/dhca

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From: arilton santos <ajds44@gmail.com>
Sent: Monday, April 1, 2024 10:14 AM
To: Bouma, Clifton <Clifton.Bouma@montgomerycountymd.gov>
Cc: Yan, Xiaowen "Wen" <Xiaowen.Yan@montgomerycountymd.gov>
Subject: Re: Licensing & Registration - 907 NORA DR, - Reference # 95924

[EXTERNAL EMAIL]

[Quoted text hidden]

arilton santos <ajds44@gmail.com>
To: "Bouma, Clifton" <Clifton.Bouma@montgomerycountymd.gov>

Mon, Apr 1, 2024 at 11:10 AM

Good morning,

As per your request I attached two PDFs of the driveway. If those do not suffice please let me know. I will have to speak to my architect and see if there are any more plans that he has prepared that will be of better assistance.

Respectfully,
Arlton
[Quoted text hidden]

Bouma, Clifton <Clifton.Bouma@montgomerycountymd.gov>
To: arilton santos <ajds44@gmail.com>

Mon, Apr 1, 2024 at 11:27 AM

Hello,

I am not seeing any documents attached. Make sure that the length and width of the driveway/parking pad is provided on the drawing and add it if it is not. Thank you.

[Quoted text hidden]

ajds44@gmail.com <ajds44@gmail.com>
To: Clifton Bouma <clifton.bouma@montgomerycountymd.gov>

Mon, Apr 1, 2024 at 12:25 PM

Good afternoon,
The attachments should be included again in this email. All three as PDFs. We also just dropped off a physical copy of them as well.

Respectfully,
Arlton
Sent from my iPhone

Begin forwarded message:

From: arilton santos <ajds44@gmail.com>
Date: April 1, 2024 at 10:13:31AM EDT
To: "Bouma, Clifton" <Clifton.Bouma@montgomerycountymd.gov>
Cc: "Yan, Xiaowen Wen" <Xiaowen.Yan@montgomerycountymd.gov>
Subject: Re: Licensing & Registration - 907 NORA DR, - Reference # 95924

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Clifton Bouma, Program Specialist II
Licensing & Registration, DHCA

email Clifton.Bouma@montgomerycountymd.gov

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From: Bouma, Clifton
Sent: Thursday, March 28, 2024 1:45 PM
To: ajds44@gmail.com
Subject: Licensing & Registration - 907 NORA DR, - Reference # 95924
Importance: High

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<image001.png>

Clifton Bouma, Program Specialist II
Licensing & Registration, DHCA

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4 attachments



image001.png
11K

 **907 Driveway Pt 2.pdf**
81K

 **907 Driveway.pdf**
2817K

 **ADU Dwelling.pdf**
58K

Bouma, Clifton <Clifton.Bouma@montgomerycountymd.gov>
To: "ajds44@gmail.com" <ajds44@gmail.com>

Tue, Apr 2, 2024 at 9:45 AM

Thank you. I will review the application and let you know if it has been accepted in the next day or two. Have a good day.

Regards,



Clifton Bouma, Program Specialist II
Licensing & Registration, DHCA

email Clifton.Bouma@montgomerycountymd.gov

web www.montgomerycountymd.gov/dhca

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From: ajds44@gmail.com <ajds44@gmail.com>
Sent: Monday, April 1, 2024 12:26 PM
To: Bouma, Clifton <Clifton.Bouma@montgomerycountymd.gov>
Subject: Fwd: Licensing & Registration - 907 NORA DR, - Reference # 95924

[EXTERNAL EMAIL]

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<image001.png>

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