

**OFFICE OF ZONING AND ADMINISTRATIVE HEARINGS**  
**Stella B. Werner Council Office Building**  
**100 Maryland Avenue, Room 200**  
**Rockville, Maryland 20850**  
**Phone: (240) 777-6660 Fax (240) 777-6665**

**IN THE MATTER OF:**

**[APPLICANT'S NAME]**

\_\_\_\_\_, Esquire  
Attorney for the Applicant

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\* OZAH Conditional Use Case No. CU \_\_-\_\_  
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**NOTICE OF REQUEST FOR A PARKING SPACE WAIVER**

**Notice to all abutting and confronting property owners; civic, homeowners, and renters associations that are registered with the Planning Board and located within 1/2 mile of the site; and any municipality within 1/2 mile of the site. (A condominium's council of unit owners may be notified instead of the owner and residents of each individual condominium.) The Applicant must provide confirmation of mailing this Notice to the Office of Zoning and Administrative Hearings.**

The Applicant in the case identified above has requested a conditional use, pursuant to Zoning Ordinance §59.3\_\_\_\_\_ to construct [*and/or* operate] a \_\_\_\_\_ on property located at \_\_\_\_\_ . The property is \_\_\_\_\_ square feet in size and is located in the \_\_\_\_\_ Zone.

The purpose of this letter is to provide you with notice, as required under Sections 59.6.2.10 and 59.7.5.2.D. of the Montgomery County Zoning Ordinance, that in connection with this conditional use application, the Applicant is requesting a waiver of certain requirements related to parking facilities.

Specifically, the Applicant is requesting a waiver of the requirement in Zoning Ordinance §59. 6.2.4.B, that the proposed use provide \_\_\_\_\_ parking spaces. The Applicant seeks to provide \_\_\_\_\_ parking spaces, which is \_\_\_\_\_ fewer than called for in the cited provision.

The Applicant believes that this departure from the normal parking requirements is necessary due to [*describe reasons, e.g. topography, size and shape of site*], and will not adversely affect the neighborhood because [*describe reasons*].

If the conditional use in this case is granted, the Office of Zoning and Administrative Hearings (OZAH) has authority under Section 59.6.2.10 to waive any parking requirements that are not necessary to ensure that adequate parking is provided in a safe and efficient manner at this site.

The public hearing in this case is currently scheduled for [*date and time*] at [*location*]. You may comment on whether the requested waiver(s) should be granted either in testimony at the public hearing and/or, prior to the date of the hearing, by submitting a signed, written comment to the Office of Zoning and Administrative Hearings at the above address.

The complete file on this petition may be viewed in the Office of Zoning and Administrative Hearings Monday through Friday, between the hours of 9 a.m. and 4:00 p.m., prior to the date of the hearing.

[*Date of mailing*]      [*Name, address, email address and telephone number of Applicant's attorney*]