



MONTGOMERY COUNTY, MARYLAND  
DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS  
LICENSING AND REGISTRATION UNIT

**CLASS 3**  
**Accessory Apartment Rental License Application**

Office Use Only:  
License No. \_\_\_\_\_  
Received Date \_\_\_\_\_  
Evidence of OPR \_\_\_\_\_  
Apt/Driveway Sketch \_\_\_\_\_  
Residential Zone \_\_\_\_\_  
Meets requirements: Y / N

**(Please Read All Instructions on Back Prior to Submitting Application)**  
Fees Required at Application Submission:  
Application Fee: \$250.00  
Annual License Fee: \$111.00  
Sign Fee: \$220.00  
Total: \$581

Mail Application with payments to:  
DHCA/Licensing and Registration Unit  
1401 Rockville Pike, 4th Floor  
Rockville, Maryland 20852  
Checks Payable to: Montgomery County, MD

**PART A ACCESSORY APARTMENT:**

Address: 7309 PINEY BRANCH RD TAKOMA PARK, MD 20912  
Street City Zip

Is AA under construction or will be?  Y /  N \*See #1 (a) ii on back  
Is AA an addition?  Y /  N  
Obtained Building Permit?  Y /  N \*See #1 (a) III on back

Start Date of Rental: \_\_\_/\_\_\_/\_\_\_ Number of Occupants: 1 (18 years of age or older)  
Accessory Detached?  Y /  N

Location of Accessory Apartment: BASEMENT Number of Kitchens: 2  
(This includes main house kitchen)

Location of Entrance Door to Accessory: SIDE Lot Acreage: 0.23

On-site Driveway dimensions: ± 1130 SQ FT. SEE PLANS. Has well/septic?  Y /  N  
\*See 3 on back \*See #1 (a) xiv on back

Sq. ft. of principal dwelling: 4180 Sq. ft. of accessory: 650 Change to Floor Plan?  Y /  N  
(If Yes, explain on separate paper)

Date of Purchase: 03/28/2011 (If within 6 months, include HUD-1/Closing form) Year AA Built: 2020 \*  
\*See #1 (a) xiii and #7 on back

Is AA approved by Homeowners Association? \* **NO HOA**  
\*See #8 on back

Is there an active special exception (SE) for your AA?  Y /  N If so, SE #: \_\_\_\_\_ I want SE revoked: Yes / No

**PART B OWNER INFORMATION:**

\*See 1 (b) on back

First Owner's Name \_\_\_\_\_ Second Owner's Name \_\_\_\_\_

Full Street Address \_\_\_\_\_ Full Street Address \_\_\_\_\_

Emergency Phone \_\_\_\_\_ Cellular Phone \_\_\_\_\_  
Emergency Phone \_\_\_\_\_ Cellular Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Email Address \_\_\_\_\_

*I affirm under penalty of perjury that the above information is true to the best of my knowledge and belief. I also understand that if there are any changes in property ownership, owner address, or agent/contact information that I must notify Montgomery County Department of Housing and Community Affairs (DHCA), Licensing & Registration within 10 days of the change.*

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_ Second Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Class 3 Accessory Apartment Application Instructions

1. File Class 3 Accessory Apartment license application with Department of Housing and Community Affairs, Licensing and Registration Unit. You must mail or apply in person at the following address:

DHCA/Licensing and Registration Unit, 1401 Rockville Pike, 4th Floor • Rockville, Maryland 20852

  - a. Part A: Accessory Apartment (AA)
    - i. Full address
    - ii. If the AA is a new construction or under construction select “Y”, a building permit is required. Contact Licensing Unit for requirements at 240-777-3666.
    - iii. If you have a building permit, select “Y”. If not, you must obtain a building permit by contacting the Department of Permitting Services at 240-777-0311, if required.
    - iv. Indicate the start date of rental and the number of occupants over the age of 18 years old.
    - v. If AA is detached from main house, select “Y” and write the location of the AA.
    - vi. Indicate how many kitchens are in all (main house, AA, etc).
    - vii. Indicate location of the accessory apartment entrance door. (i.e.: side of house)
    - viii. Indicate the dimensions of the driveway.
    - ix. Indicate the lot acreage (i.e. 1 acre, half acre, etc).
    - x. Indicate the square footage of the entire house and the square footage of the AA alone.
    - xi. If there was a change in the floor plan, select “Y” and indicate the change(s).
    - xii. If you purchased the property within 6 months, please include copy of HUD-1/Closing Form with application.
    - xiii. Indicate the year your house/AA was built. Property must be 5 years old.
    - xiv. Indicate if property has well and/or septic. If so, must meet required code.
  - b. Part B: Owner Information
    - i. Write all owners’ full name and full street address, include emergency phone number, cellular number and email addresses. Sign the application.
2. Show evidence of primary residence for all owners (select one below)
  - a. The owner’s most recent Maryland income tax return; or
  - b. The owner’s current Maryland’s drivers license; or
  - c. The owner’s real estate tax bill for the address of the proposed accessory apartment.
3. Provide a ruled-drawn detailed drawings with the dimensions of the proposed accessory apartment and the driveway. Must be submitted on an 8 ½” x 11” paper. If blue print, scale down to an 8 ½” x 11” paper. Must show entrance door, interior doors, windows, bathroom fixtures, kitchen appliances, label each room, stairs or door to main house.
4. Sign affidavit for attestation of the continued use of the property as the owner’s primary residence, attestation that the property will not be occupied by more than two persons 18 years’ age or older. Affidavit does not need to be notarized or signed in front of our staff. All owners must sign.
5. The filing fee, license application fee, and sign fee paid. \$125 of license application fee is refundable if Director finds the property does not meet zoning requirements.
6. Post Class 3 Accessory Apartment public notice sign within 5 days of acceptance on the property in a place visible from each public road which abuts the property. Sign remains posted for 30 days after issuance of the Director’s report on findings and returned within 15 days after end of posting period. \$110 of the sign fee will be refunded when the sign is returned in a clean, undamaged, and reusable condition.
7. Is this property built before January 1, 1978? If YES, the AA **MUST** be registered with Maryland Department of the Environment (MDE) and inspected for lead paint. ***Maryland law requires that all owners of residential rental property comply with the State Lead Poisoning Prevention requirements and that proof of compliance be provided to local government before authorizing a property to be rented.*** For further information regarding Lead Poisoning Prevention and compliance, call MDE at 1-800-633-6101 or 410-537-4199. **Copies of Lead Inspection Certificates must be provided to our office with your Class 3 Accessory Apartment application.**
8. **Contact your homeowners’ association or see your association’s covenants or deed for their rules and regulations regarding accessory apartments. Any decisions by DHCA will not override the covenants or deed.**

**Note:** If your check is returned unpaid, your account will be debited electronically for the original check amount and electronically or via paper for the state’s maximum allowable service fee. Payment by check constitutes authorization of these transactions.