



# Sample Community Outreach Affidavit

The Process Guidelines for Development Review Applications (effective May 30, 2008), require applicants to submit their Community Outreach Affidavit 14 days prior to the Planning Board hearing.

\* \* \* \* \*

Application Name & Number: \_\_\_\_\_

Planning Board Hearing Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Contact/Correspondent/Attorney: \_\_\_\_\_

\* \* \* \* \*

For each of the following categories, list the names of individuals, addresses, dates and methods of contact you initiated to provide information on the pending application. Also include a brief description of the outcome or result of the contact:

**Adjoining Property Owners:**

1. July 26, 2008 – Visited the home of Mr. John Doe at 123 Main Street, Upper Marlboro, MD, knocked on the door, but no one was home.
2. August 15, 2008 – Returned to Mr. John Doe’s home. Informed him of the proposed development referenced above. Mr. Doe supports/does not support the proposal.

**Homeowner, Civic or Business Associations:**

1. Same as above
- 2.
- 3.

**Staff or Elected Officials of Municipalities:**

1. Same as above
- 2.
- 3.

\* \* \* \* \*

I solemnly affirm under the penalties of perjury that the contents of the foregoing information are true to the best of my knowledge, information and belief.

\_\_\_\_\_  
(Name typed)

\_\_\_\_\_  
(Signature)

FOR PRIOR ORDINANCE ONLY