



Pre-Application Neighborhood Meeting Instructions

What is the Pre-Application Neighborhood Meeting?

The Pre-Application Neighborhood Meeting is a mandatory form of community outreach conducted by the project applicant to receive initial feedback regarding certain project types prior to submittal to the Planning Department or the Department of Permitting, Inspections and Enforcement. Adjacent neighbors and relevant civic/community organizations are invited to attend this meeting, which must take place during certain hours of the day and within a certain distance from the project site. The meeting's intention is to initiate neighbor communication and identify issues and concerns early on; provide the project applicant the opportunity to address neighbor concerns about the potential impacts of the project prior to submitting an application.

Why is the Pre-Application Neighborhood Meeting Required?

The Pre-Application Neighborhood Meeting process is required for certain projects in accordance with [Section 27-3402](#) of the Zoning Ordinance and [Section 24-3303](#) of the Subdivision Regulations. Applicants for projects that are not subject to the Pre-Application Conference can also schedule and host the community outreach meeting, in accordance to the requirements described in this document. Individuals contacted as a result of the Pre-Application Neighborhood Meeting, will also be notified when the project application is submitted and formally accepted by the Prince George's County Planning Department.

When is the Pre-Application Neighborhood Meeting Required?

A Pre-Application Neighborhood Meeting is required for the following development application:

- Zoning Map Amendments (ZMA)
- Planned Development Zoning Map Amendments (ZMA)
- Chesapeake Bay Critical Area Overlay Zoning Map Amendments (ZMA)
- Special Exceptions (SPE)
- Detailed Site Plans (DET)
- Major Departures (MJD)
- Preliminary Plan of Major Subdivision (PPS)
- Expedited Transit-Oriented Development (ETOD)

Pre-Application Neighborhood Meetings are optional for any other type of development application. If the development application is not formally accepted for review within one year of the date the Pre-Application Neighborhood Meeting was conducted, then the applicant MUST conduct a second Pre-Application Neighborhood Meeting.

INSTRUCTION FOR PRE-APPLICATION NEIGHBORHOOD MEETINGS

Prior to filing any of the aforementioned project development applications, the applicant must first conduct at least a minimum of one Pre-Application Neighborhood Meeting. To proceed with this process, please:

1. Schedule a **Pre-Application Conference** with Planning Department staff to confirm the specific application type and to collect needed information like a zoning sketch map, case number, and neighborhood mailing lists. Submit Pre-Application Conference request [here](#) and provide the materials listed here.
2. Send a **Pre-Application Neighborhood Meeting Informational Mailing** with information of the Pre-Application Neighborhood Meeting to the Planning Director, Parties of Record, Registered Civic Associations, Municipalities within one (1) mile of subject site, and landowners adjoining, across the street, alley, or steam from subject site, thirty (30) days before the Pre-Application Neighborhood Meeting.
3. **Post sign notice** on subject site (in accordance with sign posting requirements) thirty (30) days before the Pre-Application Neighborhood Meeting.



4. **Hold Pre-Application Neighborhood Meeting** at the subject site or an alternate location that is within approximately 3 miles of the subject site (i.e. community center, coffee shop, etc.). The meeting location should be convenient and generally accessible to neighbors residing in proximity to the subject site. *The meeting may also be held virtually, as necessary.* The meeting should be held either on a weekday (Monday through Friday) at or after 6:00 p.m. or on a weekend (Saturday or Sunday) between 10:00 a.m.–4:00 p.m.
5. Prepare **Written Summary** of the Pre-Application Neighborhood Meeting. The summary should include a list of those invited to the meeting, meeting attendees (copy of sign-in sheet), copies of the materials distributed or made available for review during the meeting, and any other information the applicant deems appropriate.
6. **Email** a copy of the written summary to all attendees that have provided an email address.
7. Submit the following information to the Planning Department as part of your application. All of the following materials must be submitted along with the **Project Application** for the project in order to verify compliance with the Pre-Application Neighborhood Meeting requirements. If a Pre-Application Neighborhood Meeting is required, Planning Department review will not begin until all the following are received.
The Following items should be compiled into a single pdf or Word document named in accordance the Planning Department E-Document Naming Convention for Pre-Application Neighborhood Meeting package (A-PANM-[case #]):
 - a. A copy of the letter mailed to neighbors and neighborhood organizations (see attached sample letter on pages 3-4).
 - b. The mailing list of the neighborhood organizations and individuals invited to the meeting, including the mailing address for each (provided following the [Pre-Application Conference](#)).
 - c. An affidavit of the Pre-Application Neighborhood Meeting signed and dated (see attached template on page 5).
 - d. A copy of the sign-in sheet (see attached template on page 6).
 - e. One copy of the project materials presented to neighbors at the Pre-Application Neighborhood Meeting including:
 - i. A map of the site clearly indicating the site's location and streets in the vicinity.
 - ii. Illustrations depicting the proposed layout and design of the development, existing conditions, and neighborhood context.
 - iii. A fact sheet or summary including the size of the project, proposed number of dwelling units, and/or gross square footage, proposed density and/or intensity of the project, building heights, and anticipated parking needs.
 - iv. Information explaining the subdivision and/or zoning review process and how the public may participate.

Pre-Application Neighborhood Meeting Facilitation Suggested Guidelines

1. Arrive at meeting at least 30-minutes prior to scheduled start time.
2. Assure all participants sign in. If no participants attend, please denote this on the sign-in sheet.
3. Start meeting no later than 15 minutes after scheduled start time.
4. At a minimum, present all project materials required as listed above.

Pre-Application Neighborhood Meeting

Date: *[Provide day and date]*

Doors will open at: *[Provide start time -
must be on or after 6:30pm on weekday
and 10am-4pm on a weekend]*

(Developer Representative will be available to answer questions)

Date:

Dear Neighbor:

You are invited to a neighborhood Pre-Application Neighborhood Meeting to review and discuss the development proposal for a property located at _____ *[Provide address and/or location description]* _____, identified as Pre-Application No. _____ *[Provide assigned pre-app no.]* _____.

[Provide Zoning Sketch Map of Property Location here]

Meeting Location

[Add meeting location and address here - location must be convenient and generally accessible to neighbors residing in proximity to the land subject to the proposed application, or may be held virtually, as necessary. Virtual information shall not include a link which may be inaccessible in mailed notice]

Purpose of the Meeting

The Pre-Application Neighborhood Meeting is intended as a way for the Project sponsor(s) to discuss the project and review the proposed plans with adjacent neighbors and neighborhood organizations before the submittal of an application to the Prince George's County Planning Department. This provides neighbors an opportunity to raise questions and discuss any concerns about the impacts of the project before it is submitted for the Planning Department's review. Participation in any preliminary, Pre-Application Neighborhood Meeting is for informational purposes only. Any resultant participation and/or written summary of same shall not be part of the administrative record for any development application that may be filed and accepted. Once a development application has been submitted to the Planning Department, you may track its status at <https://www.pgplanning.org/darts/>.

Development Proposal

[Add description of development proposal including number and type of dwelling units and/or gross floor area, building height and number of stories]

Type of Development Application(s)/Approval(s) that will be sought *[check all that apply]*:

- Zoning Map Amendment
- Special Exception
- Major Departure
- Preliminary Plan of Major Subdivision
- Detailed Site Plan

Applicant Information

Applicant Contact:

Email:

Phone:

Developer/Builder Information *[if different from Applicant]*:

No government agency has reviewed this application. After the application(s) have been filed, you may contact the Prince

George's County Planning Department Applications Section at 301-952-4198, or via email at DRDapplications@ppd.mncppc.org, to obtain more information. An application number will be assigned once each application is filed and you may request to become a person of record to the application, which will entitle you to receiving notices and decisions on the matter. Requests to become a person of record may be submitted online at https://www.mncppcapps.org/planning/Person_of_Record/ or by mail to M-NCPPC, Development Review Division, 1616 McCormick Drive, Largo, MD 20774, and must contain the associated assigned application number.

Sincerely,

[Applicant or Agent name]

SAMPLE



Pre-Application Neighborhood Meeting Affidavit

I, **INSERT NAME**, do hereby declare as follows:

1. I have conducted a Pre-Application Neighborhood Meeting for the proposed new construction, alteration, or other activity prior to submitting any entitlement (Building Permit, Variance, Conditional Use, etc.) in accordance with Planning Commission Pre-Application Policy.
2. The meeting was conducted at (location/address) on (date) from (time).
3. I have included the mailing list (names and addresses of all parties to whom the letter was sent, including dates the letters were mailed), receipt for the list of required invitees from M-NCPPC, meeting invitation and postmarked letter, sign-in sheet, and pdf of plans distributed at the meeting. I understand that I am responsible for the accuracy of this information and that erroneous information may lead to suspension or revocation of the permit.
4. I have prepared these materials in good faith and to the best of my ability.

I declare under penalty of perjury under the laws of the State of Maryland that the foregoing is true and correct.

EXECUTED ON THIS DAY, _____.

Day and Year

Signature Name (type or print)

Relationship to Project (e.g. Owner, Agent) (If agent, give business name and profession)

Project Address



Pre-Application Neighborhood Meeting Sign-In Sheet

Meeting Date:

Meeting Time:

Meeting Address:

Project Application Numbers(s):

Project Address:

Property Owner Name(s):

Applicant Name and Contact Information (email/phone):

Project Sponsor/Representative:

Please print your name below, state your affiliation with a neighborhood group (as applicable), and provide your address, phone number, and email. Providing your name below does not represent support or opposition to the project; it is for documentation purposes only.

If you attend the meeting and sign the attendance sheet provided by the applicant and would also like to become a Person of Record, you are encouraged to request to become a Person of Record (see instructions on the written invitation for this meeting). As a Person of Record, you will be entitled to certain rights under the Zoning Ordinance or Subdivision Regulations such as notice of upcoming meetings, actions, and decisions rendered at certain stages of application process, as well as relevant appeals procedures.



The Maryland-National Capital Park and Planning Commission



PRINCE GEORGE'S COUNTY **Planning Department**

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