

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