



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) at (time).
3. I have included the mailing lists of names and addresses of all parties to whom the letter was sent (including the Planning Director, Parties of Record, Registered Civic Associations, Registered Residents, Municipalities within one (1) mile of subject site, and adjacent landowners), dates the letters were mailed, the receipt for the list of required invitees from M-NCPPC, the meeting invitation and postmarked letter, sign-in sheet, photos of sign posted notice, 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