



# Sample Pre-Application Neighborhood Meeting Mailing Letter

Date/Time: [Day, date and start time]

Doors will open at 6:00 p.m.

*(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 at \_\_\_\_\_ cross street(s) \_\_\_\_\_ (Block/Lot#: \_\_\_\_\_; Zoning: \_\_\_\_\_), in accordance with the Prince George's County Planning Department's Pre-Application procedures for Application Numbers(s) \_\_\_\_\_.

## Meeting Location

[Add meeting location/address here]

## 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. Once a development application has been submitted to the Planning Department, you may track its status at <http://www.mncppcapps.org/planning/DAMSWEB/default.cfm>.

## What Happens During a Pre-Application Neighborhood Meeting?

During the Pre-Application Neighborhood Meeting, the applicant's representatives will present the proposed development to the community. This presentation will provide the applicant an opportunity to hear comments and concerns about the development proposal in order to resolve conflicts and outstanding issues, where possible. Pre-Application Neighborhood Meetings are opportunities for informal communication between applicants and the landowners and occupants of nearby lands, and other residents affected by development proposals. 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.**

A Pre-Application Neighborhood Meeting is required because this project includes (check all that apply):

- A rezoning of a property (including ZMAs, Planned Developments, and CBCA)
- An application for Special Exception use
- A major departure per Section 27-3614(b)(2)
- A Preliminary Plan of Major Subdivision
- Construction, expansion, or alteration of townhouse and/or multifamily dwelling development of greater than ten (10) units
- Construction, expansion, or alteration of nonresidential development consisting of greater than a total of 25,000 square feet of gross floor area.
- Construction, expansion, or alteration of mixed-use development with greater than ten thousand (10,000) square feet of gross floor area and/or greater than ten (10) dwelling units
- A Pre-Application Neighborhood Meeting is option for this application, but the applicant has opted to hold one

The development proposal is to: **[provide information here on the application type(s), and the development proposal including any existing development and proposal for the number of dwelling units and/or gross floor area, building height/number of stories, etc.]**

Existing number of dwelling units		Permitted		Proposed	
Existing building square footage		Permitted		Proposed	
Existing number of stories		Permitted		Proposed	
Existing building height		Permitted		Proposed	
Existing building depth		Permitted		Proposed	
Current zone			Proposed Zone		

**Meeting Information:**

Applicant:

Contact information (email/phone):

Developer/Builder Information (if different from Applicant):

No government agency has reviewed this application. If you have questions about the Prince George's County Zoning Ordinance, Subdivision Regulations or general development process in the County, please call the Public Information Services Counter at 301-952-3195, or contact the Planning Department via email at [PPD-Infocounter@ppd.mncppc.org](mailto:PPD-Infocounter@ppd.mncppc.org). You may also find information about the Prince George's County Planning Department and on-going planning efforts at [www.pgplanning.org](http://www.pgplanning.org).

If you wish to become a person of record to this application, you may submit your request online at <http://www.pgplanning.org/1586/Become-a-person-of-record> or by mail to M-NCPPC, Development Review Division, 14741 Governor Oden Bowie Drive, Upper Marlboro, MD 20772. Please reference the subject application number.

Sincerely,

[Applicant or Agent name]