



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

Doors will open at [time prior to start time]

*(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/Date/Time

[Add meeting location/address and date/time 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, 4<sup>th</sup> Floor, Upper Marlboro, MD 20772. Please provide your name, address, and the above-referenced application number when mailing a written request.

*[Attach a current zoning sketch map clearly identifying the land area associated with the development (provided following the Pre-Application Conference)]*

## 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

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Signature Name (type or print)

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

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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.*

Name/Organization	Address	Phone	Email

