

NPP Meeting Information Form

i *This template is for informational purposes only, and should be used as a guide—and modified accordingly—to meet the specifics for your neighborhood meeting.*

- Information about your neighborhood meeting shall be provided to MPC staff at least 14 calendar days before the scheduled meeting. MPC staff will then use this information to:
 - Distribute a meeting notification postcard to all residents residing within 500' of the proposed project's site, and
 - Post information about the meeting on the MPC's website, Facebook, and any other media platform, as applicable.
- Along with the information required below, please provide a letter—written to all neighborhood association's within one mile of the proposed project—to be sent by MPC staff (via email or US mail) prior to the scheduled neighborhood meeting. Please see the *Neighborhood Participation Plan Resource Guide* for an example letter. **Please note—the name of project, the project's address, a contact name for the meeting—all need to be included in the letter.**
- There is a \$50 Neighborhood Participation Plan processing fee.

Please provide the following information for the NPP Postcard.

WHAT IS BEING PROPOSED:

What type of development application are you proposing? (i.e., rezoning, special use permit, subdivision)

WHERE IS THE MEETING:

Where will the neighborhood meeting take place? (i.e., rezoning, the physical address of the location)

WHEN IS THE MEETING:

When will the neighborhood meeting take place? (i.e., date and time if the meeting)



SAMPLE. Front of NPP Postcard



SAMPLE. Back of NPP Postcard