

Neighborhood Participation Plan Report
 (To Be Submitted a Minimum of 2-weeks Prior to Public Hearing)



This template is for informational purposes only, and should be used as a guide – and modified accordingly – to meet the specifics for your meeting. Items 1-11 are required for submittal.

- 1. Project Name:**
- 2. Contact Name:**
- 3. Meeting Date:**
- 4. Meeting Location:**
- 5. Meeting Start Time:**
- 6. Meeting End Time:**
- 7. Number of People in Attendance:**
- 8. Date of Filing of Land Use Application:**
- 9. General Introduction:**

Please include information about who you reached out to for the meeting, communication outreach methods (letters, Facebook, emails, etc.), what you were proposing at the time of the neighborhood meeting, the meeting format (PowerPoint, Q&A, Display Boards, etc.), and who attended the meeting on behalf of the applicant (engineers, attorney, developer, property owner, etc.). Additional information that you feel is important to include is welcomed.

10. Summary of Concerns and Issues Raised at the Meeting:

Please list and respond to each one individually; include as many items that were discussed.

- a. List question/concern/comment/request for changes to the proposed plans.**

Applicant Response:

- b. List question/concern/comment/request for changes to the proposed plans.**

Applicant Response:

11. Additional Items Required for Report Submittal:

- Meeting sign-in sheet
- Meeting minutes
- Copy of the plan that was presented at the neighborhood meeting

12. Deadline:

- If your land use application requires a Public Hearing before the MPC Board, then your Neighborhood Participation Plan Report must be submitted two weeks prior to the Public Hearing.
- If your land use application does not require a Public Hearing, no decision on your land use application will be made until a Neighborhood Participation Plan Report has been submitted to your Case Manager

I, the undersigned, as the applicant or an authorized representative of the applicant do solemnly swear and attest that the information provided is true and accurate. I have included a complete record of the neighborhood meeting, as well as an honest response regarding the intentions for development.

Signature of Applicant or Authorized Representative Date

Type or Print Name of Applicant (or Authorized Representative) Date