



**City of Annapolis**  
 Department of Planning and Zoning  
 145 Gorman Street, 3<sup>rd</sup> Fl  
 Annapolis, MD 21401-2529

[PlanZone@annapolis.gov](mailto:PlanZone@annapolis.gov) • 410-263-7961 • Fax 410-263-1129 • TDD use MD Relay or 711 • [www.annapolis.gov](http://www.annapolis.gov)

## Community Meeting Form

In accordance with Chapter 21.10 of the Annapolis City Code, a community meeting shall be held before submission of an application that requires a certificate of adequate public facilities under Title 22 of the City Code and for a proposed subdivision that will contain a new street.

The purpose of a community meeting is to inform persons and community associations, including but not limited to, homeowners associations, condominium associations, resident associations, and business associations. The prospective applicant shall address the items identified by the Planning and Zoning Director's checklist and receive comments and concerns about the development proposal so that the prospective applicant may become aware of those comments and concerns before submission and formal consideration of the application

Date \_\_\_\_\_ Project Name \_\_\_\_\_

Type of project(s) (i.e. residential townhouse, single family, commercial etc.) \_\_\_\_\_

Tax I.D. # \_\_\_\_\_ Tax Map \_\_\_\_\_ Block \_\_\_\_\_ Parcel(s) \_\_\_\_\_

Ward \_\_\_\_\_ Alderperson \_\_\_\_\_ Zoning \_\_\_\_\_ Critical Area Yes No

If yes, check designation LDA RCA IDA

Elementary School \_\_\_\_\_ Open Closed

Middle School \_\_\_\_\_ Open Closed

High School \_\_\_\_\_ Open Closed

Property Location/Address and intersecting streets:

Site Design Plan      Planned Development      Subdivision

**Project Description**

Owner \_\_\_\_\_

Developer \_\_\_\_\_

**Community Meeting**

Date \_\_\_\_\_ Time \_\_\_\_\_ Copy of scaled map of meeting location is attached

Location and Address \_\_\_\_\_

Contact Person for Project \_\_\_\_\_

Phone(s) \_\_\_\_\_ Email address \_\_\_\_\_

Submitted by \_\_\_\_\_

Phone(s) \_\_\_\_\_ Email address \_\_\_\_\_

The meeting shall be held at a location that is reasonably accessible to persons who reside or own property in close proximity to the land that will be subject to the application. A community meeting shall be held not earlier than one year prior to submission of an application and no later than 14 days prior to submission of an application.

**Notice is required to be sent to the following 15 days prior to the meeting:**

- All parties with a financial or vested interest in the property that is the subject of the application.
- Property owners and tenants of property located within two hundred feet of any property boundary of the proposed development
- The Alderperson representing the Ward for which the project is planned.
- The President or other person in a position of authority of any Community Association, including but not limited to, homeowners associations, condominium associations, resident associations, and business associations whose geographic boundaries lie within 200 feet of the proposed development. The list of associations and their contact information, including the name of the association's president or other person in a position of authority, the association's mailing address, and the association's email address shall be maintained by the Office of the Mayor.

Contact information for Constituent Services may be found at <https://www.annapolis.gov/1354/Constituent-Services>

The Applicant shall provide a copy of the written notification and a list of all persons and organizations included in the notice of mailing to the Department of Planning and Zoning prior to the meeting.

**PUBLICATION OF NOTICE**

The applicant shall have published, in a newspaper of general circulation in the city at least fifteen days before the community meeting, notification of such meeting.

**Community Meeting Checklist**

The following list represents the **MINIMUM** information that must be presented at the Community Meeting. Please confirm with a checkmark that all items have been addressed and the required information provided. This checklist must be submitted with the minutes from the meeting:

1. Project Name (if known)
2. Zoning of the property
3. Impacted schools and whether they are open or closed
4. Number of proposed lots or total square footage if commercial
5. Type of proposed development i.e., residential, commercial, mixed use
6. Approximate road configuration
7. Approximate location of environmental features on the site
8. Impact of the proposed development on the environmental features
9. If the site is in the Critical Area, a delineation of those portions within the IDA, LDA, and/or RCA. A delineation of the 100' buffer if applicable.
10. Conceptual storm water management

A PROSPECTIVE APPLICANT WHO HAS CONDUCTED A COMMUNITY MEETING SHALL PROVIDE A WRITTEN SUMMARY OF THE COMMUNITY MEETING TO THE PLANNING AND ZONING DIRECTOR WITHIN 30 DAYS AFTER THE CONCLUSION OF THE COMMUNITY MEETING, UNLESS ALREADY SUBMITTED WITH THE APPLICATION. THE WRITTEN SUMMARY SHALL INCLUDE A LIST OF MEETING ATTENDEES, A SUMMARY OF ATTENDEE COMMENTS, AN OVERVIEW OF DISCUSSIONS RELATED TO THE DEVELOPMENT PROPOSAL, AND ANY OTHER INFORMATION THE PROSPECTIVE APPLICANT DEEMS APPROPRIATE. THE WRITTEN SUMMARY SHALL BE SUBMITTED WITH THE APPLICATION AND BE MADE AVAILABLE BY THE PLANNING AND ZONING DIRECTOR FOR PUBLIC INSPECTION. ANYONE ATTENDING THE COMMUNITY MEETING MAY SUBMIT A WRITTEN RESPONSE TO THE PROSPECTIVE APPLICANT'S SUMMARY TO THE PLANNING AND ZONING DIRECTOR. IF AN APPLICATION IS NOT FILED WITHIN ONE YEAR AFTER A COMMUNITY MEETING OCCURS, THE PROSPECTIVE APPLICANT SHALL HOLD ANOTHER COMMUNITY MEETING TO BE CONDUCTED IN ACCORDANCE WITH THE PROVISIONS OF THIS SECTION BEFORE AN APPLICATION IS FILED.

Here is the format for advertising a community meeting:

## NOTICE OF COMMUNITY MEETING

In accordance with chapter 21.10 of the Annapolis City Code, a Community Meeting will be held at *(time)* on *(Date)* at *(Location)* Annapolis, MD regarding a Development Proposal for *(description of project and location of project)*. The public is invited to attend. For more information, contact:

*(Applicant Name)* \_\_\_\_\_  
*(Phone)* \_\_\_\_\_  
*(Email)* \_\_\_\_\_

Here is the format for posting of the property:

The applicant is required to post a "Notice of Community Meeting" sign on the property, which is the subject of the application, at least 15 days prior to the community meeting. *(Please consult the Department of Planning and Zoning as to whether more than one sign will be required.)*

The applicant is responsible for having the sign(s) made as per the following specifications:

- Sign size: 28"x44"
- Sign must be made of a durable water resistant material.

The Applicant shall provide a photograph of the sign(s) after posting, and an affidavit of posting to the Department of Planning and Zoning.

←————— 44" —————→

**NOTICE OF  
COMMUNITY MEETING**

In accordance with Chapter 21.10 of the Annapolis City Code, a Public Meeting will be held on: *(Date)* \_\_\_\_\_ at *(time)* \_\_\_\_\_ at *(Location)* \_\_\_\_\_, Annapolis, MD

Regarding a Development Proposal for:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For more information, contact:  
*(Applicant Name)* \_\_\_\_\_  
*(Phone)* \_\_\_\_\_  
*(Email)* \_\_\_\_\_

↑ 28" ↓