

[Date]

[Recipient]

Dear:

Re: *[Stormwater Concept Plan Number and Name of Project]*

A Stormwater Concept Plan application for the above-referenced project was filed on [Date] for review to the Prince George's County Department of Public Works and Transportation ("DPW&T").

The subject property consists of approximately [___] acres with an address of *[address, if applicable]*, which is located *[Give nearest point of reference by road frontage or distance from nearest intersection]*. The nature of the application is to review the conceptual stormwater management plan for proposed development of the subject property as *[give general description of development for example residential, commercial, mixed use]*.

If you wish to obtain more information about the proposed Stormwater Concept Plan you need to contact the applicant's engineer of record at *[provide engineer's contact info]* or DPW&T at 301-883-5710.

IMPORTANT: This notice is your opportunity to interact with the applicant. Contacting the applicant as soon as possible after receiving this notice will help facilitate your ability to receive information and/or establish a time when the applicant may meet with you or your civic group to provide information and answer questions about the development proposed.

Sincerely,