

Date: _____

To: **Choose an agent**
Howard County Department of Public Works
Real Estate Services Division
3430 Court House Drive
Ellicott City, Maryland 21043
Phone No. 410-313-4419 or 410-313-0588

RE: **P&Z File No.**
Name of Subdivision/Site: Subdivision/Site Name

Dear **Agent**:

The following is in response to your letter dated April 27, 2016.

1. The Developer** is: _____
↳ Signor: _____

The fee simple Owner** of the property is _____
↳ Signor: _____

My Security Option** is: **(Check One:)**

BOND **LETTER OF CREDIT** **CHECK**

If more than one of the above is checked, please explain: _____

2. The completed and signed Information Sheets are attached: **Yes** **No**
3. Amount of time needed to complete construction: **3 Years** **4 Years**
(If nothing is selected, the default will be 3 years.)
4. Title Report: **(Check one:)**
- Report was previously submitted. Report is attached. Report is forthcoming.
 Other/Explain: _____
5. A Contract of Sale** and/or Lease is applicable. **Yes** **No**
(Attach if applicable)
6. A Preservation checklist is applicable. **Yes** **No**
(Attach if applicable)

**The above responses are used to prepare legal documents; any revisions to the documents after they are prepared, and based off of the above information, will be charged \$400 per agreement, up to \$1,600.00.

I solemnly declare and affirm under the penalties of perjury that the information contained within and attached hereto is true, correct and complete.

Sincerely,

Signature