

I, **INSERT NAME** _____, do hereby declare as follows:

1. I have conducted a Neighborhood Meeting for the proposed new construction, alteration or other activity in accordance with the Administrative Manual section 2.1.1.C Notice of Neighborhood Meeting.
2. The meeting was conducted at
(location/address) _____ on
(date) _____ from (time _____).
3. Optional Additional meetings
The meeting was conducted at
(location/address) _____ on
(date) _____ from (time _____).

The meeting was conducted at
(location/address) _____ on
(date) _____ from (time _____).
4. I have included the mailing list, meeting invitation and postmarked letters, sign-in sheet, and pdf of plans distributed at the meeting. I understand that I am responsible for the accuracy of this information and that erroneous information may lead to project delays.
5. I have prepared these materials in good faith and to the best of my ability.

I declare under penalty of perjury under the laws of the State of Texas that the foregoing is true and correct.

EXECUTED ON THIS DAY, _____.
Month, Day and Year

Signature (type or print)

Relationship to Project (e.g. Owner, Agent) (If agent, give business name and profession)

Project Address

Project Number