

NeighborSpace of Baltimore County, Inc.

P.O. Box 6715, Towson, MD 21285 Phone: 410-887-3480

Email: michele.frome@verizon.net Web: www.neighborspacebaltimorecounty.org

Site Application Instructions

1. **Assistance:** We encourage you to ask for assistance with the application if needed. Email erockel@earthlink.net or use the contact information at the top of this page.
2. **Site Guidelines:** Please review the NeighborSpace site guidelines. You will need to refer to them to complete the application form. The Guidelines can be obtained from the contacts above or downloaded at:
<http://www.neighborspacebaltimorecounty.org/NSGuidelin.pdf>.
3. **Format:** Use the space provided on the form for your responses. Additional comments are welcome, but the full application should not exceed ten pages.
4. **Legibility:** Please print your responses on the form as clearly as possible.
5. **Submitting the Application:** You can submit the entire four page application all at once, or if there are items you are unsure of how to answer, you can submit Step 1 (pages 1 and 2) first, and submit Step 2 (pages 3 and 4) later. Step 1 (whether submitted separately or with Step 2) also requires you to submit:
 - a. Two photos showing different views of the site
 - b. A map showing the site and the land use around the site and how it fits into the neighborhood (see the resources listed under #7 below)Any spaces left blank in the application must be filled in before acquisition begins. Remember: we are happy to assist you with any part of the application!
6. **Supporting Materials:** Supporting materials such as letters from community groups, institutions, or businesses, newsletters or press clippings are welcome.
7. **Useful Resources and Links:** Property information can be found at the links below or through NeighborSpace, the Planning Department (see above) or the library.
 - a. *Maps of Your Site and Surrounding Area:*
ADC or other road maps; www.mapquest.com; www.earth.google.com;
Baltimore County Planning Department mapping tool:
http://www.co.ba.md.us/Agencies/myneighborhood/MN_ZoningDisclaimer.html
 - b. *Zoning:* See the Baltimore County mapping tool link above.
 - c. *Property Ownership Information:* Maryland Department of Assessments and Taxation, Real Property Data Search: www.sdatcert3.resiusa.org/rp_rewrite/
8. **Send Application To:**
NeighborSpace of Baltimore County, Inc., P.O. Box 6715, Towson, MD 21285

What's Next? NeighborSpace will review your application and contact you. A Management Agreement, signed by the Site Manager and the Support Organization, must be executed before the settlement process is initiated (go to www.neighborspacebaltimorecounty.org/NSMgmtAgreemt.pdf or contact NeighborSpace).

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Site Application

Step 1. Preliminary Information *(Please print your responses clearly.)*

SITE ADDRESS:

For Office Use: Within URDL? _____ CCA? _____ Council District: _____

Applicant's* Contact Information:

Name of Contact Person: _____

Organization/Group, if applicable: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

**This person should be the main point of contact during review of the application.*

Proposed Site Manager's* Contact Information:

Name of Contact Person: _____

Organization/Group: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Fax: _____ Website: _____

**This should be the person signing on as the NeighborSpace Property Manager.*

Proposed Support Organization's* Contact Information:

Name of Contact Person: _____

Organization: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Fax: _____ Website: _____

**This should be an established community group, church, or nonprofit organization that will support the Site Manager(s) and assist NeighborSpace in locating replacement Site Manager(s) if the need arises.*

General Site Information:

Brief description of site (including acreage), its current uses, zoning (if known), etc.:

Why do you think this site is a good candidate for NeighborSpace? What is its key contribution to your community?

Describe your planned use of the site, expected maintenance tasks, and who will do them.

Is the property developable? Is it currently under consideration for development?

Current Property Owner Information (if known). Have you contacted the owner?

Do you envision the site as a donation, a purchase, or an easement? (See Site Guidelines):

Please tell us how you heard about NeighborSpace (a presentation? mailing? other?):

Also Required for Submission With Step 1:

- **2 photos showing different views of the property**
- **A map showing the site and its neighborhood context**

Step 2. Detailed Site Information

Neighborhood Context:

Is there a community plan? If so, how will the site contribute to the plan or otherwise serve residents? Describe any other factors affecting this site's importance and uses.

Design and Legal Issues:

Describe any improvements you plan to make to the site. Provide a sketch if appropriate.

How would the site be accessed by the community?

List any known easement(s), covenants, right-of-ways, leases, etc.

Are there any buildings, sheds, or other structures on this site?

Environmental Issues:

Does the property have any or is it near any environmental resources such as: natural water ways, wetlands, forested area, etc.? Note portion of site that is cleared.

Has any environmentally hazardous material been used or stored on the site?

Community Participation:

Please describe the level of support for this application within your community and provide materials (such as letters, press, etc.) demonstrating this support. It is preferable (but not required at this stage) for the Site Manager and Support Organization listed on page 1 to submit signed letters of support defining their roles in managing the site.

Do you plan to use the site for community activities?

List any additional comments relevant to your application.

Costs of Acquisition and Maintenance:

If known, what will be the cost to acquire the property? Have you identified any funding sources other than NeighborSpace to cover some of these costs?

Of the costs stated above, what funding is being requested from NeighborSpace?

What ongoing costs are anticipated for the maintenance of this site and how do you plan to handle these costs? Be sure to include any in-kind donations of labor or materials. (*NeighborSpace **does not** provide funding for these items at this time.*)

Thank you for your application! Please send it to:

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