

Date: \_\_\_\_\_

To: **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: **Project No.** \_\_\_\_\_

**Subdivision/Site Name:** \_\_\_\_\_

Dear: **Developer Team**

The following is in response to your letter dated \_\_\_\_\_.

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