

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

MINOR VACATION PETITION
SAMPLE LETTER

Sample Letter mailing required prior to the formal acceptance of **minor vacation** applications.

Please prepare a letter that is in similar format to the sample below.

- **Mail** the letters to all abutting property owners to the area of vacation.
- **Submit** one copy of the letter and the list of names and addresses to which the letter was sent, and an affidavit of mailing along with the acceptance submittal package. *Italicized language must be included in the letter.*

Date

Dear [abutting property owner:]

Subject [Application number, Application name]

*This letter is to inform you that The Maryland-National Capital Park and Planning Commission (M-NCPPC) is ready to accept the subject application. The property is located [provided geographic location and description of property]. The nature of the proposed request is [give a **detailed** description of the request/proposed use of property].*

Once the application is formally accepted, it will be prepared for approval by the Planning Director. You may request a Planning Board hearing within (30) days of this mailing.

If you have any questions about this application, you may contact me at [Applicant or Agent name and phone number] or the M-NCPPC case reviewer, [name of case reviewer] at 301-952-3530.

*Sincerely,
Applicant or Agent Name*