

## Sample Formal Acceptance Letter

Please prepare a letter in similar format to the sample below. **Mail** the letters to all persons of record, adjoining property owners, registered associations, and municipalities. **Submit** one copy of the letter and the list of names and addresses to which the letter was sent, a "Receipt" from the M-NCPPC Information Counter, and an affidavit of mailing along with the acceptance submittal package. ***Italicized language must be included in the letter.***

*Date*

Dear [*Adjoining property owners, municipalities, persons of record, registered associations*]

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 address of the subject property is [provide address, if applicable], which is located [provide 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 scheduled for a future Planning Board hearing. If you have not already registered to become a person of record, you are encouraged to do so at this time. Persons of Record are entitled to certain rights under zoning and subdivision laws, but registration is required. You may register online at <http://www.pgplanning.org/1586//Become-a-Person-of-Record>. or you may submit your name, address, and the above-referenced application number and name by mailing a written request to:*

*The Maryland-National Capital Park and Planning  
Commission Development Review Division  
14741 Governor Oden Bowie Drive  
County Administration Building, 4<sup>th</sup> Floor  
Upper Marlboro, MD 20772*

*If you have already registered to become a person of record from an earlier mailing for this application [provide the application number here], you do not have to register again. Being a person of record on a separate application on the same property does not make you a person of record for the subject application. You must request to become a person of record for each separate application (separate applications have different application numbers).*

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

*Sincerely,*

*[Applicant or Agent Name]*

FOR PRIOR ORDINANCE ONLY