

Vacation Petition Submission Process

The vacation requirements for Public Streets, Lots, and Subdivisions Recorded in Prince George's County are set forth in Section 24-112, Subdivision Regulations, and require the following:

- (1) The petitioner for the vacation of streets and/or lots in the plat of subdivision shall be the owner of the property. The original Vacation Petition shall include the signatures of all owners of land to be vacated.
- (2) The following documents shall be (8.5 x 11) labeled exhibits accompanying the vacation petition:
 - (a) A copy of the current **record plat**
 - (b) A **plat of computation**, showing the square footage of the area to be vacated
 - (c) A **metes and bounds description of the area to be vacated**, certified by a property line surveyor or professional land surveyor
 - (d) A draft **minor final plat** incorporating the area to be vacated
 - (e) A zoning sketch map of the area to be vacated
- (3) The applicant shall file an affidavit of the mailing and a copy of the mailing list and letter sent to all owners of abutting properties ([See Sample Letter for formal acceptance mailing](#)).
- (4) The property must be posted for at least (30) days prior to a scheduled Planning Board hearing date. A posting affidavit and photos are required to be submitted prior to the Planning Board hearing date (**cost of signs will be determined after petition has been reviewed**). **Posting does not apply to minor vacation petitions.**
- (5) The signed minor final plat (mylar) shall be submitted to incorporate the vacated area, in accordance with Section 24-108(a)(3), prior to scheduling of the Planning Board hearing, or approval by the Planning Director. The final plat will be formally accepted after the Vacation Petition resolution is adopted by the Planning Board (major) or signature approval by the Planning Director.
- (6) The Planning Board shall seek the consent of the Washington Suburban Sanitary Commission (WSSC), the Prince George's County Department of Public Works and Transportation (DPW&T), and the governing officials of any incorporated municipality within which the subdivision is located.

- (7) The Planning Board shall notify each applicable public utility, in writing, which is franchised to provide services within the area of the subdivision, of the petition and provide thirty (30) calendar days to comment.
- (8) The Planning Board shall obtain and have the written consent of any agencies or utilities having rights in any area to be vacated.
- (9) In the case of a right-of-way which is in use by the general public at the time of the petition or within the preceding year, the procedures required by [Subtitle 23, Division 5](#), of the County Code shall have been carried out prior to Planning Board approval of the petition.

The petitioner and/or agent shall submit a complete package, along with the required filing fee to the Applications Section for processing. Example Vacation Petition templates are published here for [minor](#) or major petitions.

After the Planning Board or Planning Director has acted on the Vacation Petition, a copy of the signed Petition and exhibits shall be delivered to the applicant by email.