



Major Vacation Petition Sample Letter

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

- **Mail** the letters seven (7) day prior to the hearing to all parties of record; owners of land adjoining, across the street from, on the same block as, or in the general vicinity of the land subject to the application; and every municipality located within one mile of the land subject to the vacation application. (See Table 24-3308(b) of Subdivision Regulations)
- **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 pre-review submittal.

****The 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 a vacation petition will be filed with The Maryland- National Capital Park and Planning Commission (M-NCPPC).

The subject property is located [provide geographic location and description of property]. The nature of the proposed request is [give a detailed description of the vacation request/area of property].

Once the application is formally accepted, it will be prepared for review by the Planning Board.

If you have any questions about this application, you may contact me at [Applicant/ Agent name, phone number, and email address] or M-NCPPC Applications Supervisor at 301-952-3530.

If you wish to become a person of record to this application, you may submit your request online at <http://www.pgplanning.org/1586/Become-a-person-of-record> or by mail to M-NCPPC, Development Review Division, 14741 Governor Oden Bowie Drive, Upper Marlboro, MD 20772. Please reference the subject application number.

Sincerely,

[Applicant or Agent Name]