



Minor Vacation Petition (Appeal Only) Unimproved Street/Alleys Sample Letter

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

- **Mail** the letters to 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.
- **Mail** the letters seven (7) days prior to the appeal hearing.
- **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 approval by the Planning Director. You may request a Planning Board hearing within (30) days of the date of this notice. To request a hearing, please email hearing.request@ppd.mncppc.org and provide your contact information, to include your name, phone number, email and house address and the subject application number.

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

Sincerely,

[Applicant or Agent Name]