

## Sample Informational Mailing Letter

Please prepare the Informational Mailing Letter (the "letter") in a similar format to the sample provided below. **The italicized must be included in the letter**. The letter should be mailed by first class to all adjoining property owners, municipalities within a mile, previous parties of record, and associations registered with the Maryland-National Capital Park and Planning Commission, M-NCPPC for the geographical area in which the applicant's property is located. After the letter has been mailed to the required parties, a copy of the letter, a list of names and addresses of those parties to whom the letter was sent, a "Receipt" from the M-NCPPC Information Counter, and an affidavit of the mailing should be submitted at the time of filing the application for review. **The letter must be sent at least 30 days before the Commission accepts the application.**

*Date*

*Adjoining property owners, municipalities within a mile, previous parties of record and/or registered associations*

*Address*

*City, State, Zip*

Dear [*adjoining property owner, municipality, previous party of record and/or registered association*]

Re: [*Application Number and Name of Project*]

A [*application type, (preliminary plan, detailed site plan etc.)*] for the above-referenced project will be submitted for review to the Development Review Division of The Maryland-National Capital Park and Planning Commission, M-NCPPC.

The address of the subject property is [*address, if applicable*], which is located [*give geographic location and description of property*]. The nature of the review is [*give a detailed description and/or attach a Justification Statement*]. (Note: Do not say the nature of the review is the application type – this will not be accepted as proper notification.)

*If you wish to become a Person of Record to this application, 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 [https://www.mncppcapps.org/planning/Person\\_of\\_Record/default.cfm](https://www.mncppcapps.org/planning/Person_of_Record/default.cfm), or you may submit your name, address, and the above referenced pre-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*

*Being a Person of Record on a separate application on the same property **does not** make you a Person of Record for this application. You must request to become a Person of Record for each separate application (separate applications have different application numbers). At this time no government agency has reviewed the application. **After** the application has been filed, you may contact the M-NCPPC at 301-952-3530.*

**IMPORTANT:** *This notice is your opportunity to interact with the applicant prior to the acceptance of the subject application. Once an application is accepted, it may be subject to mandatory action time frames that are established by law. Contacting the applicant as soon as possible after receiving this notice will help facilitate your ability to receive information and/or establish a time when the applicant may meet with you or your civic group to provide information and answer questions about the development proposed. Any concerns regarding an applicant's failure to provide information or engage in dialogue*

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***about the proposed development should be directed in writing to the same mailing address listed for becoming a party of record. Please be sure to include the application number with any such correspondence.***

If you are interested in receiving more information about this application, reviewing a copy of a site plan, or meeting to discuss the project, you may contact [*Applicant's name & telephone number*].

Sincerely,

[*Applicant or Agent name*]