

# Vacation Petition

## Sample Letter

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

- **Mail** letters to all abutting property owners to the area of vacation.
- **Submit** one copy of the letter, the list of names and addresses to which the letter was mailed, and an affidavit of mailing with the initial application package.
- ***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 and phone number] 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*