

# Minor Vacation Petition

## Unimproved Streets / Alleys

### Sample Letter

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

- **Mail** the letters to all abutting property owners to the area of vacation.
- **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. ***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](mailto: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*