



## Vacation Petition (VPT) Application Procedure

The vacation requirements for Public Streets, Lots, and Subdivisions Recorded in Prince George's County are set forth in [Section 24-3406](#), Subdivision Regulations.

**Each applicant should complete the following actions and include at a minimum the following documents via CD or direct digital file share link with files in PDF format and follow the process outlined below:**

- a. Vacation Petition (major or minor) – The petitioner for the vacation of streets and/or lots in the plat of subdivision shall be the owner of the property. The original Vacation Petition shall include the signatures of all owners of land to be vacated.
- b. The following documents shall be (8.5 x 11) labeled exhibits accompanying the vacation petition:
  - A copy of the current **record plat**
  - A **plat of computation**, showing the square footage of the area to be vacated
  - A **metes and bounds description of the area to be vacated**, certified by a property line surveyor or professional land surveyor
  - A draft **minor final plat** incorporating the area to be vacated
  - A zoning sketch map of the area to be vacated
- c. The property must be posted for at least thirty (30) days prior to a scheduled Planning Board hearing date for major vacation petitions and at least ten (10) days prior to any action by the Planning Director for a minor vacation petition. A posting affidavit and photos are required to be submitted prior to the Planning Board hearing date (cost of signs will be determined after petition has been reviewed).
- d. The Planning Board or Planning Director (as applicable) shall obtain the consent of the Washington Suburban Sanitary Commission (WSSC), the Prince George's County Department of Public Works and Transportation (DPW&T), and the governing officials of any incorporated municipality within which the subdivision is located.
- e. The Planning Board or Planning Director (as applicable) shall notify each applicable public utility, in writing, which is franchised to provide services within the area of the subdivision, of the petition and provide thirty (30) calendar days to comment.
- f. The Planning Board or Planning Director (as applicable) shall incorporate any conditions of the consent of any agencies or utilities having rights in any area to be vacated.
- g. In the case of a right-of-way which is in use by the general public at the time of the petition or within the preceding year, the procedures required by [Subtitle 23, Division 5](#), of the County Code shall have been carried out prior to Planning Board approval of the petition.
- h. When a vacation petition is approved, the minor final plat shall be submitted to incorporate the vacated area, in accordance with [Section 24-3402\(b\)\(3\)\(C\)](#), in order to complete the vacation process.

The petitioner and/or agent shall submit a complete package, along with the required filing fee to the Applications Section for processing. Example Vacation Petition templates are published here for minor or major petitions (include links).

After the Planning Board or Planning Director has acted on the Vacation Petition, a copy of the signed Petition and exhibits shall be delivered to the applicant by email.

Refer to [Section 24-3406](#) and other applicable Sections for more information.

**\*Note: No payment for application fees should be submitted until requested by staff.**

**ONLY DIGITAL PDF COPIES OF PLANS AND APPLICATIONS WILL BE ACCEPTED. ALL DOCUMENTS SAVED ON A CD OR DIRECT DIGITAL LINK USING THE [NAMING CONVENTION](#).**

Applications should be submitted to the Development Review Division via email to [DRDApplications@ppd.mncppc.org](mailto:DRDApplications@ppd.mncppc.org). If you have any questions concerning submittal requirements, processing procedures or the status of your project application, please call 301-952-3530.

**Figure 24-3406(d): Major Vacation Procedure (Illustrative)**

↓	24-3304	Application Submittal	To Planning Director
↓	24-3305	Determination of Completeness	Required
↓	24-3307	Staff Review and Action	Planning Director prepares a staff report on the application
↓	24-3308	Scheduling Public Hearing and Public Notice	Required
↓	24-3310	Review and Decision by Decision-Making Body	Planning Board holds hearing, makes decision (conditions allowed)
→	24-3312	Notification to applicant	Planning Director notifies the applicant

**Figure 24-3406(c): Minor Vacation Procedure (Illustrative)**

↓	24-3304	Application Submittal	To Planning Director
↓	24-3305	Determination of Completeness	Planning Director makes determination
↓	24-3307	Staff Review and Action	Planning Director makes decision (conditions allowed)
↓	24-3312	Notification to Applicant	Planning Director notifies applicant
→	24-3313	Appeal	Optional (to Planning Board)