



Sample Affidavit for Informational and Formal Acceptance Mailings

The Affidavit of Mailing, per [Section 27-3403\(g\)\(2\)](#) of the Zoning Ordinance and [Section 24-3304\(f\)](#) of the Subdivision Regulations, is required after the mailing of both the pre-application [Informational Mailing](#) and the [Formal Acceptance Mailing](#).

An Affidavit of mailing is required at filing of an application for the following application types:

- Zoning Map Amendment (ZMA)
- Planned Development (ZMA) Map Amendment
- Chesapeake Bay Critical Area Overlay (ZMA) Zoning Map Amendments and Variances, and Conservation Plans filed in conjunction with other applications requiring public hearings by the Planning Board or District Council
- Special Exceptions (SPE) and Minor Changes to Approved Special Exceptions
- Detailed Site Plan (DET)
- Preliminary Plan of Major Subdivision (PPS)
- Preliminary Plan of Minor Subdivision to be heard by the Planning Board (PPS)
- Sketch Plans for Conservation Subdivisions (SKH)

The Affidavit should be prepared and submitted as follows:

- a. Provide a written affidavit, under oath, in the record certifying the mailing of the letters
- b. Attach a list of names and addresses of all parties to whom the letter was sent (*required to adjacent property owners, registered associations, registered residents, municipalities within a mile, and previous parties of record*), including dates the letters were mailed
- c. Attach a receipt for the list of adjacent owners from M-NCPPC Planning Information Services (PIS) Office
- d. Submit all three above with Application Package or Pre-acceptance Package

Sample Affidavit language and format:

The purpose of this affidavit is to certify [*whichever letter applies Informational Mailing or Formal Acceptance*] letters regarding the application for [*application number and name of the project*], were mailed to all adjacent property owners, registered associations, registered residents, municipalities within a mile, and previous parties of record (if applicable) on [*date letters were mailed*] as required by [*Section 24-3304(f) of the Subdivision Regulations or Section 27-3403(g)(2) of the Zoning Ordinance*].

Include one of the two statements in the Affidavit from Maryland Rule 1-304, below:

Generally. I solemnly affirm under the penalties of perjury that the contents of the foregoing paper are true to the best of my knowledge, information, and belief.

Or

Personal Knowledge. I solemnly affirm under the penalties of perjury and upon personal knowledge that the contents of the foregoing paper are true.