



Formal Acceptance Mailing Guide and Template

Please prepare a Formal Acceptance letter in similar format to the sample below. Mail the letters to parties listed per application type in [Table 27-3407\(b\)](#) of the Zoning Ordinance and in [Table 24-3308\(b\)](#) of the Subdivision Regulations.

After the letters have been mailed to the required parties, the following must be submitted along with the acceptance submittal package:

- A copy of the letter
- A list of names and addresses of those parties whom the letter was sent
- A "Receipt" from the M-NCPPC Planning Information Services office
- An [affidavit of the mailing](#)

The *Italicized* language must be included in the letter

Subject: *[Official Application number and companion Tree Conservation Plan, Application Project name]*

Date:

Dear: *[Send this letter to adjacent property owners, municipalities within a mile, previous parties of record, and/or registered associations Address]*

This letter is to inform you that The Maryland-National Capital Park and Planning Commission, MNCPPC is ready to accept the subject application which is located at *[provide property address and/or geographic location and description of property]*. The nature of the proposed request is *[give a detailed description of the request/ proposed use of property]*.

Once the application is formally accepted, it will be scheduled for a future Planning Board hearing. *You are encouraged to register to become a person of record. As a Person of Record, you will be notified of the future Planning Board hearing and may be entitled to certain rights under the Zoning Ordinance, Subdivision Regulations, and Woodland and Wildlife Habitat Conservation Ordinance. You may register online at https://www.mncppcapps.org/planning/Person_of_Record/ or you may submit your name, address, and the above-referenced application number and name by mailing a written request to:*

*The Maryland-National Capital Park and Planning Commission
Development Review Division
1616 McCormick Drive
Largo, MD 20774*

Being a person of record on a separate application on the same property does not make you a person of record for the subject application. You must request to become a person of record for each separate application (separate applications have different application numbers).

If you have any questions or comments about this application, you may contact *[Applicant team's primary point of contact's name, phone number, and email address]* or the M-NCPPC at 301-952-4198.

Sincerely,

[Applicant team's primary point of contact]