



Sample Formal Acceptance Letter

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

The *Italicized* language must be included in the letter

Date

Dear *[adjoining property owners, municipalities, persons of record, registered associations]*

Subject: *[Application number, Application name]*

This letter is to inform you that The Maryland-National Capital Park and Planning Commission, MNCPPC is ready to accept the subject application. The address of the subject property is *[provide address, if applicable]*, which is located *[provide 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. *If you have not already registered to become a person of record, you are encouraged to do so at this time. As a Person of Record, you will be entitled to certain rights under the Zoning Ordinance and Subdivision Regulations, but registration is required. You may register online at https://www.mncppcapps.org/planning/Person_of_Record/default.cfm, 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
14741 Governor Oden Bowie Drive
County Administration Building, 4th Floor
Upper Marlboro, MD 20772*

If you have already registered to become a person of record from an earlier mailing for this application [provide the application number here], you do not have to register again. 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 about this application, you may contact me at *[Applicant or Agent Name phone number]* or the M-NCPPC case reviewer, *[name of reviewer]* at 301-952-3530.

Sincerely,
[Applicant or Agent Name]