



Sample Affidavit for Informational and Formal Acceptance Mailings

Sample Affidavit, as required by CB-54-2008 and CB-55-2008. The Affidavit is required after themailing of both the pre-application [Informational Mailing](#) and the [Formal Acceptance Mailing](#).

The Affidavit should be prepared and submitted as follows:

- 1) Written affidavit, under oath, in the record certifying the mailing of the letters
- 2) Attach a list of names and addresses of all parties to whom the letter was sent
- 3) Attach a receipt for the list of adjoining owners from M-NCPPC Information Counter
- 4) Submit all three above with Application Package or Pre-acceptance Package

Sample Affidavit language and format:

The purpose of this affidavit is to certify that pursuant to The Process Guidelines for Development Review Applications, [*whichever letter applies Informational Mailing or Formal Acceptance*] letters regarding the application for [*pre-application number and name of the project*], were mailed to all adjoining property owners, registered associations, municipalities within a mile, and previous parties of record (*if applicable*) on [*date letters were mailed*].

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.@