



## Informational Mailing Guide and Template

Please prepare the Informational Mailing Letter (the "letter") in a similar format to the sample provided on the following page below. The letter should be mailed by first class 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.

Informational Mailings are required for the following applications(per [Section 27-3403\(g\)\(2\)](#) of the Zoning Ordinance and [Section 24-3304\(f\)](#) of the Subdivision Regulations):

- a. Zoning Map Amendments
- b. Planned Development Map Amendments
- c. Chesapeake Bay Critical Area Overly (CBCAO) Zoning Map Amendments and Variances and Chesapeake Bay Critical Areas Conservation Plans filed in conjunction with other application required public hearings by the Planning Board or District Council
- d. Special Exceptions and Minor Changes to Approved Special Exceptions
- e. Detailed Site Plans
- f. Preliminary Plans of Major Subdivision
- g. Preliminary Plans of Minor Subdivision to be approved by the Planning Board
- h. Sketch Plans for Conservation Subdivisions

The Informational Mailing Letter **MUST** contain the following(per [Section 27-3403\(f\)\(2\)](#) of the Zoning Ordinance and [Section 24-3304\(e\)\(2\)](#) of the Subdivision Regulations):

- a. Pre-Application Number (issued by M-NCPPC)
- b. Description of the property and its location
- c. Nature of request
- d. Statement of Justification, if required with the application
- e. M-NCPPC contact information (phone number and email address)
- f. Statement to recipients that applicant team will meet to explain the application
- g. Contact information for applicant team's primary point of contact (i.e. Agent) (name, phone number, and email address)
- h. Explanation of procedures for becoming a person of record for the pending application
- i. Statement that no government agency has reviewed the application

A municipality, civic association, or other party entitled to an informational mailing may request a copy of the site plan from the applicant team. Informational mailings are in addition to all postings and notices required by law.

After the letters have been mailed to the required parties, the following must be submitted at the time of filing the application for review:

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

**The letter must be sent at least 30 days before the Commission accepts the application.**

## Informational Notice of Proposed Development

Subject: *[Provide project Name]*

Date:

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

A *[provide application type; preliminary plan, detailed site plan etc.]* application for the above-referenced project will be submitted for review to the Development Review Division of The Maryland-National Capital Park and Planning Commission, M-NCPPC.

The subject property is located at *[provide address and location description]* and is identified as Pre-Application No. *[provide assigned pre-application no.]*. This notice is for a subsequent development application to be filed for *[give a detailed description of the proposed development and use and/or attach a Justification Statement]*. **(Note: Do not state the nature of the review is the application type – this will not be accepted as proper notification.)**

No government agency has reviewed this application. After the application(s) have been filed, you may contact the Prince George's County Planning Department Applications Section at 301-952-4198, or via email at DRDapplications@ppd.mncppc.org, to obtain more information. An official application number will be assigned once each application is filed and you may request to become a person of record to the official application, which will entitle you to receiving notices and decisions on the matter. Requests to become a person of record may be submitted online at [https://www.mncppcapps.org/planning/Person\\_of\\_Record/](https://www.mncppcapps.org/planning/Person_of_Record/) or by mail to M-NCPPC, Development Review Division, 1616 McCormick Drive, Largo, MD 20774, and must contain the associated assigned application number.

***IMPORTANT: This notice is your opportunity to interact with the applicant team prior to the filing of the development application(s). Contacting the applicant as soon as possible after receiving this notice will help facilitate your ability to receive information and/or establish a time when the applicant may meet with you or your civic group to provide information and answer questions about the development proposed.***

If you are interested in receiving more information about this application, reviewing a copy of a site plan, or meeting to discuss the project, you may contact:

**Applicant Name/Agent**

**Email:**

**Phone:**

*Sincerely,*

*[Agent's name]*