

Variance Request for Building Permit

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Department Name]

[City/County Name]

[Office Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request a variance for a building permit concerning the property located at [Property Address]. The project involves [brief description of the project and any relevant details].

As per the [specific zoning or building codes], I am aware that [explain the specific zoning requirement or regulation]. However, due to [reason for variance request], I am requesting a variance to allow for [description of what you wish to alter or deviate from the existing zoning regulations].

This variance is necessary because [explain how the variance would not negatively impact the surrounding area and why it's justified]. I believe that granting this variance would be beneficial for [mention positive impacts of the variance].

Enclosed, please find the relevant documentation, including [list any attached documents, such as plans, plots, or other supporting materials].

I appreciate your consideration of my request and would be happy to discuss this matter further. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or need additional information.

Thank you for your time and consideration.

Sincerely,

[Your Name]