

Residential Zoning Variance Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Zoning Board/Planning Department Name]

[Department Address]

[City, State, Zip Code]

Dear [Zoning Board/Planning Department],

I am writing to formally request a variance to the residential zoning regulations for my property located at [insert property address]. This variance is needed to allow the construction of an accessory dwelling unit (ADU) on my property.

Due to [state specific reasons for the request, e.g., unique characteristics of the property, family needs, etc.], I believe that allowing an ADU is justified and would enhance the character of the neighborhood without negatively impacting existing properties.

The proposed design of the ADU aligns with the aesthetic of my home and will adhere to the guidelines outlined by the zoning regulations, except for [mention specific regulation(s) you are requesting a variance from].

I have attached [list any enclosed documents, such as site plans, photographs, or letters of support] for your review. I respectfully ask for your consideration of my application and look forward to discussing this matter further.

Thank you for your attention to this request.

Sincerely,

[Your Name]