

Residential Zoning Variance Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Zoning Board/Committee Name]

[City or County Department]

[Department Address]

[City, State, Zip Code]

Dear Members of the Zoning Board,

I am writing to formally inquire about the possibility of applying for a zoning variance regarding my property located at [Insert Property Address]. Due to [briefly explain reason for the request, e.g., unique property characteristics, unintended consequences of current zoning regulations], I am seeking approval to modify the existing land use on my property.

I believe this modification aligns with the community's interests and contributes positively to the neighborhood. The proposed changes include [list specific changes or uses you are requesting, e.g., converting a garage to an accessory dwelling unit, expanding the footprint of the home, etc.].

I would appreciate the opportunity to discuss this matter further and to understand the requirements and application process for obtaining a variance. Please let me know a suitable time for a meeting or if additional information is needed from my side.

Thank you for considering my inquiry. I look forward to your prompt response.

Sincerely,

[Your Name]