

Residential Zoning Variance Request

Date: [Insert Date]

To: [Insert Zoning Board/Authority Name]

Address: [Insert Address]

Dear [Zoning Board/Authority Name],

I am writing to formally request a variance concerning the residential zoning regulations for my property located at [Insert Property Address]. I am seeking an increase in the allowable lot coverage from [current lot coverage percentage] to [requested lot coverage percentage].

The reason for this request is [insert reason, e.g., to accommodate the construction of a new deck, additional living space, etc.]. This modification will provide benefits such as [list benefits, e.g., enhancing the property value, increasing usability, etc.].

I believe that approving this variance will not negatively impact the surrounding properties or the neighborhood. I have attached a site plan and supporting documents for your review.

I appreciate your consideration of my request and look forward to your positive response. Please feel free to contact me at [Insert Phone Number] or [Insert Email Address] if you have any questions or require additional information.

Thank you for your time and attention.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]