

# Variance Application for Setback Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

To: [Zoning Board Name]

[Zoning Board Address]

[City, State, ZIP Code]

## **Subject: Request for Zoning Variance for Setback Adjustment**

Dear [Zoning Board Members or specific name],

I am writing to formally request a zoning variance for my property located at [Property Address], which is currently subject to the [Specific Zoning Regulations]. I am seeking an adjustment to the setback requirements as follows:

- Current required setback: [insert current requirement]
- Proposed setback: [insert proposed adjustment]

The reason for this request is [insert a brief rationale for the adjustment, e.g., unique property characteristics, hardship, etc.]. I believe that this variance will not adversely affect the surrounding properties or the general character of the neighborhood.

Enclosed with this letter, you will find the following supporting documents:

- Site Plan
- Photographs of the property
- Letters of support from neighbors

I am looking forward to discussing this matter further and am available for any meetings or hearings as required. Thank you for your consideration.

Sincerely,

[Your Name]