

Variance Request for Additional Dwelling Unit

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[City/County Zoning Board]

[Address of Zoning Board]

[City, State, Zip Code]

Dear Members of the Zoning Board,

I am writing to formally request a zoning variance to allow for the construction of an additional dwelling unit on my property located at [Property Address]. The current zoning regulations prohibit this type of development, and I believe a variance is warranted for the following reasons:

- Compliance with neighborhood character and demand for housing.
- Land use and development constraints that limit existing property utilization.
- Benefits to the community, including increased housing diversity.

Attached to this letter are the necessary documents, including a site plan and an overview of the proposed unit. I am eager to comply with any requirements the board may have and to address any concerns regarding this proposal.

Thank you for your consideration. I look forward to discussing this matter with you at your earliest convenience.

Sincerely,

[Your Name]