

Zoning Variance Request for Lot Size Adjustment

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

City Planning Department

[City/County Name]

[Department Address]

[City, State, Zip Code]

Subject: Zoning Variance Request for Lot Size Adjustment

Dear [Planning Department/Specific Person's Name],

I am writing to formally request a zoning variance for my property located at [Property Address], which is currently zoned as [Current Zoning Classification]. I am seeking approval for a lot size adjustment to [Desired Lot Size] due to [brief reason for the request].

The main reasons for this request include:

- [Reason 1]
- [Reason 2]
- [Reason 3]

I believe that granting this variance will not adversely affect the surrounding properties or the character of the neighborhood. Additionally, it will enhance the usability of my property while complying with the overall zoning goals of our community.

I have attached any necessary documents and plans that support my request, along with the required application fee. I appreciate your consideration of my variance request and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]