

Zoning Variance Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Zoning Board/Committee Name]

[Address of Zoning Board/Committee]

[City, State, Zip Code]

Dear [Zoning Board/Committee Name],

I am writing to formally request a variance for the setback requirements set forth in [Specify Zoning Ordinance/Code] for the property located at [Property Address]. Due to [explain the reason for the request, e.g., unique property characteristics, hardship, etc.], I am seeking to modify the setback requirement from [current requirement] to [proposed new requirement].

This modification will allow me to [explain the intended use or benefit of the modification, such as enhance the property, accommodate a specific project, etc.]. I believe that granting this variance will not adversely affect the surrounding properties and is in keeping with the spirit of the zoning regulations.

I have attached [any supporting documents, maps, plans, etc.] to help illustrate my request. I appreciate your consideration of my application and look forward to your favorable response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]