

# Zoning Permit Application for Commercial Development

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Zoning Board or Planning Department Name]

[Department Address]

[City, State, Zip Code]

Dear [Zoning Board/Planning Department],

I am writing to formally request a zoning permit for the commercial development project located at [Insert Project Address]. The proposed development will consist of [brief description of the project] and aims to [purpose of the project].

Enclosed please find the necessary documents, including:

- Completed zoning permit application form
- Site plans and architectural drawings
- Environmental assessments
- Proof of ownership or lease agreement
- Any additional required documentation

Please feel free to contact me at [your phone number] or [your email address] if you require any further information or clarification regarding this application.

Thank you for your attention to this matter. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Your Company Name, if applicable]