

# Zoning Permit Application for Signage Installation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Zoning Department Name]

[City or County Name]

[Department Address]

[City, State, Zip Code]

Dear [Zoning Official's Name],

I am writing to formally request a zoning permit for the installation of signage at [Insert Business Name], located at [Business Address]. We are planning to install [describe the type of signage, e.g., a wall sign, freestanding sign, etc.], which is intended to enhance the visibility of our business and improve customer access.

The specifications for the proposed signage are as follows:

- Dimensions: [Insert Dimensions]
- Material: [Insert Material]
- Illumination: [Insert Illumination Type, if any]
- Proposed Installation Date: [Insert Date]

We believe that the installation of this signage will comply with local zoning regulations and contribute positively to the community.

Thank you for considering our application. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Your Business Name]