

Variance Request Application

Date: [Insert Date]

To: [Zoning Board/Department Name]

Address: [Zoning Board Address]

Dear [Zoning Board Members/Specific Name],

I am writing to formally request a variance for my property located at [Property Address]. The specific zoning regulations I am seeking relief from are [specify the zoning regulation].

The reason for this request is [explain the reason for the request briefly, including any unique circumstances related to the property].

Granting this variance request will not adversely affect nearby properties or the overall community. In fact, it will [mention any benefits to the community or surrounding area].

I have attached the required documentation, including [list any attached documents such as site plans, photographs, etc.], for your review.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]