

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Notice of Zoning Classification Change

Dear [Property Owner/Resident Name],

This letter serves as official notification regarding a change in the zoning classification for the property located at [Subject Property Address/Parcel Number].

Effective [Effective Date], the zoning designation for this area will transition from [Current Zoning Category] to [New Commercial Zoning Category].

Reason for Transition:

The transition is part of the [City/County Name] [Master Plan/Development Initiative] aimed at [Brief Reason, e.g., promoting economic growth / expanding the local business district].

What this means for you:

The new [New Zoning Category] designation allows for land uses such as [List 2-3 examples of permitted uses]. Any existing residential uses that do not conform to the new code may be subject to [Non-conforming Use Regulations/Grandfather Clauses].

Public Hearing Information:

A public meeting to discuss this transition will be held on [Date] at [Time] at [Location/Virtual Link]. Residents are invited to attend and provide comments.

Detailed maps and a full description of the new zoning regulations can be viewed at [Website URL] or at the [Department Name] office.

If you have any questions, please contact the Planning Department at [Phone Number] or via email at [Email Address].

Sincerely,

[Name of Official]

[Title]

[Department/City Name]