

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Contact Name, if known]
City Planning Department
[City Name]
[City Hall Address]
[City, State, Zip Code]

RE: Pre-Development Inquiry for [Property Address/Assessor's Parcel Number]

Dear Planning Department,

I am writing to formally request a pre-development review or initial consultation regarding a proposed project located at [Insert Address or APN].

The proposed project consists of: [Briefly describe the project, e.g., a three-story mixed-use building, a residential subdivision of 10 lots, or a commercial warehouse extension].

Specifically, I am seeking guidance on the following:

- Current zoning designation and allowable land uses.
- Applicable setback, height, and density requirements.
- Required permits (e.g., Conditional Use Permits, Variances, or Site Plan Reviews).
- Utility availability and potential impact fees.
- The estimated timeline and steps for the formal application process.

Attached to this letter, please find a preliminary site plan and a vicinity map to assist in your review.

Please let me know if there are specific application forms or fees required for a formal pre-application meeting. I look forward to your response and the opportunity to discuss this project further.

Sincerely,

[Your Signature]
[Your Printed Name]