

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

[Date]

[Neighbor's Name]
[Neighbor's Address]
[City, State, Zip Code]

Re: Proposal for Boundary Fence Variance and Cost-Sharing Agreement

Dear [Neighbor's Name],

I am writing to discuss the installation of a new fence along our shared property line at [Address]. I would like to propose a fence that requires a variance from the local building department because it [describe variance, e.g., exceeds height limits or uses specific materials].

I am requesting your formal consent to apply for this variance with the following contingencies:

- **Variance Approval:** This agreement is contingent upon the local zoning board or municipality granting the necessary permits for the proposed fence design.
- **Cost Allocation:** [I will cover 100% of the costs / We will split the costs 50/50 / Other arrangement]. This includes materials, labor, and permit fees.
- **Maintenance:** Future maintenance and repairs will be the shared responsibility of both parties unless otherwise agreed upon in writing.
- **Survey and Placement:** A professional survey will be conducted to ensure the fence is placed exactly on the property boundary.

Attached to this letter are the proposed site plans and a description of the materials to be used. If you agree to these terms, please sign below so that I may proceed with the variance application process.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]

Agreement and Consent

I, [Neighbor's Name], have reviewed the proposal and hereby grant my consent for the variance application and the installation of the fence as described above, subject to the listed contingencies.

Signature: _____ Date: _____