

[Date]

[Recipient Name]

[Recipient Title/Organization]

[Street Address]

[City, State, Zip Code]

RE: Notice of Transit-Oriented Development (TOD) Policy and Regulatory Updates

Dear [Recipient Name],

This letter is to inform you of upcoming updates to the policies and regulations governing Transit-Oriented Development (TOD) within [Jurisdiction/Agency Name]. These changes are intended to align land use regulations with regional transit goals and promote sustainable urban growth.

Key Regulatory Updates:

- **Zoning Adjustments:** Modifications to density bonuses and floor area ratios (FAR) within [Distance, e.g., 500 meters] of transit hubs.
- **Parking Requirements:** Implementation of reduced parking minimums and new maximums for residential and commercial developments.
- **Affordable Housing Mandates:** Updated requirements for inclusionary housing units within TOD-designated zones.
- **Design Standards:** New guidelines focusing on pedestrian connectivity, active street fronts, and multi-modal access.

Implementation Timeline:

The updated regulations are scheduled to take effect on [Effective Date]. Projects submitted after this date will be subject to the new standards. Existing applications currently under review will be processed according to [Current Policy/Transition Rules].

Public Comment and Information:

We invite you to review the full policy documents at [Website URL]. A public hearing to discuss these updates will be held on [Date] at [Time] at [Location/Online Link].

If you have any questions regarding how these regulatory changes may impact your property or project, please contact the [Department Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Department/Agency Name]