

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Planning/Zoning Department Name]

[Attn: Zoning Administrator]

[Address]

[City, State, Zip Code]

RE: Request for Verification of Legal Nonconforming Use (Grandfathered Status)

Property Address: [Insert Property Address]

Parcel Number: [Insert APN/Parcel ID]

To the Zoning Administrator,

I am writing to formally request a determination regarding the legal nonconforming status of the above-referenced property. The property is currently located within the [Insert Current Zoning District] zone; however, the current use of the property as a [Insert Current Use, e.g., Multi-family dwelling/Commercial garage] predates the enactment of current zoning ordinances.

Based on our records, the use was legally established on or about [Insert Date/Year] when the zoning regulations in effect at that time permitted such use. Since then, the use has been maintained continuously without abandonment for a period exceeding [Insert Local Time Limit, e.g., 180 days/one year].

In support of this request, I have attached the following documentation:

- [e.g., Historical building permits]
- [e.g., Business licenses or tax records]
- [e.g., Affidavits or utility bill history]
- [e.g., Historical photographs or directory listings]

Please provide a formal letter confirming that the current use is a "Legal Nonconforming Use" and may continue to operate under the "grandfathered" provisions of [Insert Local Ordinance/Code Section Number].

If there are any fees associated with this determination or if additional information is required, please contact me directly at [Insert Phone Number].

Sincerely,

[Signature]

[Printed Name]