

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

[Date]

[Planning/Zoning Department Name]
[City/County Name]
[Department Address]
[City, State, Zip Code]

RE: Zoning Verification and Site Development Request for [Property Address/Parcel Number]

To the Zoning Administrator,

I am writing to formally request a zoning verification and initial development review for the property located at [Property Address], also identified by Tax Parcel Number [Parcel ID].

The proposed project involves the development of a [Type of Commercial Building, e.g., retail center, office building, or warehouse] consisting of approximately [Total Square Footage] square feet. The intended use for this site is [Briefly describe the specific business use].

I kindly request that your department provide written confirmation regarding the following:

- The current zoning designation of the property.
- Confirmation that the proposed commercial use is permitted under the current zoning.
- Applicable development standards including setbacks, height restrictions, and floor area ratios (FAR).
- Minimum parking requirements for the proposed use.
- Any overlay districts, environmental constraints, or special permits required for this development.

Please find attached a preliminary site plan and location map for your reference. I have also included the required administrative fee of \$[Amount], if applicable.

Thank you for your time and assistance with this project. Please let me know if you require any additional information to process this request.

Sincerely,

[Signature]

[Printed Name]

[Company Name, if applicable]