

[Your Name/Organization Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Name of Planning Director/Zoning Administrator]

[City/County Planning Department]

[Department Address]

[City, State, Zip Code]

RE: Application for Conditional Use Permit (CUP) for [Property Address/Parcel Number]

Dear [Contact Person Name],

Please accept this letter and the attached application materials as a formal request for a Conditional Use Permit (CUP) for the property located at [Property Address]. The subject property is currently located within the [Insert Current Zoning District, e.g., R-1 Residential] zone.

Proposed Use:

I am requesting a permit to allow for [Detailed Description of Proposed Use, e.g., a small daycare center / a home-based professional office / a boutique retail space]. The proposed project will involve [briefly mention any construction or renovations].

Justification for Request:

The proposed use is consistent with the [City/County] General Plan and meets the criteria for a Conditional Use Permit because:

- The use is compatible with the surrounding neighborhood and will not create excessive noise, traffic, or light pollution.
- The use provides a necessary service or benefit to the community by [explain benefit].
- Adequate measures will be taken to provide ingress and egress so as to minimize traffic congestion in the public streets.
- The proposed use will not be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity.

Operational Details:

- Hours of Operation: [e.g., 8:00 AM to 6:00 PM, Monday through Friday]

- Number of Employees: [Number]

- Expected Number of Clients/Visitors: [Number per day/week]

- Parking Provisions: [Describe available parking spaces]

Enclosed are the required application fees, site plans, and [any other required documents, e.g., environmental impact reports]. I look forward to discussing this application at the upcoming Planning Commission meeting.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]