

[Date]

[Applicant Name]  
[Applicant Address]  
[City, State, Zip Code]

**RE: Zoning Confirmation and Subdivision Approval**

Property Address: [Subject Property Address]  
Parcel Number/APN: [Assessor's Parcel Number]  
Legal Description: [Insert Legal Description]

Dear [Applicant Name],

This letter serves as official notification regarding the subdivision application for the above-referenced property. The [Department Name] has completed its review of the proposed plat and zoning requirements.

**1. Zoning Classification:**

The subject property is currently located within the [Insert Zoning District Name, e.g., R-1 Residential] zoning district. The proposed subdivision of the property into [Number] lots is consistent with the permitted uses and density requirements of this district.

**2. Compliance with Development Standards:**

Based on the submitted preliminary plat dated [Date], the proposed lots meet the minimum requirements for:

- Lot area and dimensions
- Setback requirements
- Street frontage and access
- Utility easements

**3. Approval Status:**

The subdivision application is hereby [**Approved / Approved with Conditions**]. This approval is subject to the following conditions being met prior to the recordation of the final plat:

- [Condition 1, e.g., Payment of all applicable impact fees]
- [Condition 2, e.g., Submission of final engineering plans for drainage]
- [Condition 3, e.g., Installation of required public improvements]

**4. Expiration:**

This zoning approval and preliminary plat validity shall expire on [Expiration Date] unless a final plat is recorded or an extension is granted in writing by this department.

If you have any questions regarding this determination, please contact the Planning and Zoning Office at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Zoning Administrator/Official]

[Title]

[City/County Department Name]