

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Name of Planning Director/Zoning Administrator]

[Name of Planning Department/Commission]

[Address]

[City, State, Zip Code]

**RE: Formal Application for Zoning Reclassification of [Property Address/Parcel Number]**

Dear [Name of Official],

I am writing on behalf of [Client Name], the owner of the property located at [Property Address], identified as Tax Parcel [Parcel ID Number]. This letter serves as a formal request for a zoning reclassification of the aforementioned property from its current designation of [Current Zoning District] to the proposed designation of [Target Zoning District].

The purpose of this reclassification is to allow for [Briefly describe the proposed project or use, e.g., the development of a multi-family residential complex]. We believe this change is justified based on the following factors:

- **Consistency with Comprehensive Plan:** The proposed rezoning aligns with the city's long-term goals for [mention specific area goals].
- **Changed Conditions:** [Describe any changes in the neighborhood or infrastructure that justify the change].
- **Public Benefit:** The proposed use will provide [mention benefits like housing, jobs, or improved services] to the community.
- **Compatibility:** The requested designation is compatible with the surrounding land uses and will not adversely affect neighboring properties.

Enclosed with this letter are the following supporting documents:

- Completed Application Form
- Legal Description of the Property
- Site Plan and Project Renderings
- Environmental Impact Report (if applicable)
- Application Fee in the amount of \$[Amount]

We look forward to presenting this proposal at the next scheduled Planning Commission meeting. Please contact my office at [Phone Number] if you require any additional information or documentation.

Sincerely,

[Signature]

[Your Printed Name]

[Title/Law Firm Name]