

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

[Date]

[Name of Planning Official/Commission Chair]
[Department Name]
[Municipal Address]
[City, State, Zip Code]

RE: Notice of Application for Zoning Change / Density Increase

Project Location: [Address or Parcel ID]

Current Zoning: [Current Zone, e.g., R-1]

Requested Zoning: [Proposed Zone, e.g., R-3 or PUD]

Dear [Mr./Ms. Last Name],

I am writing to formally request a zoning change for the property located at [Address] to allow for an increase in residential density. The purpose of this request is to permit the development of [Number] units on the site, up from the currently allowed [Number] units.

The proposed density increase is consistent with the goals of the [City/County] Comprehensive Plan for the following reasons:

- **Infrastructure Compatibility:** The site is located near existing public utilities and transportation corridors capable of supporting increased capacity.
- **Housing Needs:** This change will provide much-needed [Market Rate/Affordable/Senior] housing options within the community.
- **Neighborhood Transition:** The proposed density serves as an appropriate transition between [mention surrounding land uses, e.g., commercial zones and lower-density residential].

Included with this letter are the formal application forms, site maps, and the required filing fee. I have also attached a preliminary site plan showing how the increased density will be managed with regard to parking, setbacks, and green space.

I look forward to discussing this proposal at the upcoming [Planning Commission/Zoning Board] meeting on [Date, if known]. Please let me know if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]