

[Sender Name/Firm Name]  
[Sender Address]  
[City, State, Zip Code]  
[Date]

[Client Name]  
[Client Company]  
[Client Address]  
[City, State, Zip Code]

**Re: Strategy Advisory for Zoning Variance Application - [Property Address/Project Name]**

Dear [Client Name],

Following our initial site assessment and review of the [City/County] Unified Development Code, this letter outlines our recommended strategy for securing a zoning variance for the subject property.

### **1. Executive Summary of Variance Request**

The project requires relief from [Specific Code Section, e.g., Setback Requirements or Parking Minimums] to allow for [Brief Description of Proposed Development].

### **2. Establishing "Hardship"**

To meet legal requirements for a variance, our primary strategy will focus on demonstrating "unnecessary hardship" caused by the unique physical characteristics of the land. We will emphasize:

- [e.g., Irregular lot shape or topographical constraints]
- [e.g., Subsurface conditions or existing utility easements]

### **3. Neighborhood and Community Impact Mitigation**

Opposition from local stakeholders is a significant risk. We advise the following outreach strategy:

- Conduct informal meetings with adjacent property owners.
- Prepare a traffic and shadow impact study to preemptively address density concerns.
- Highlight how the project aligns with the [City Name] Comprehensive Plan.

### **4. Recommended Timeline and Milestones**

- Pre-Application Meeting with Planning Staff: [Date]
- Formal Filing Deadline: [Date]
- Community Board/HOA Presentation: [Date]
- Public Hearing with Zoning Board of Adjustment: [Date]

## **5. Professional Team Requirements**

To ensure a successful petition, we recommend engaging the following experts:

- Land Use Counsel (for legal representation at the hearing)
- Civil Engineer (for technical site justifications)
- Lobbyist/Community Relations Consultant (if applicable)

We look forward to discussing this strategy further and moving forward with the formal application process.

Sincerely,

[Signature]

[Sender Name]

[Title]