

[Company Letterhead/Firm Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

[To: Name of Planning Department/Zoning Board]  
[Attn: Planning Director/Zoning Administrator]  
[Department Address]  
[City, State, Zip Code]

**RE: Opinion Letter for Parking Requirement Exemption - [Project Name/Retail Complex Address]**

Dear [Recipient Name],

This letter is submitted on behalf of [Developer/Client Name] regarding the proposed retail complex located at [Full Property Address], identified by [Parcel Number/Legal Description]. We are formally requesting an exemption from the minimum parking requirements as set forth in [Section/Article Number] of the [City/County] Zoning Code.

**Project Description:**

The project consists of [Number] square feet of retail space intended for [General Use Type, e.g., boutique retail, grocery, mixed-use].

**Basis for Exemption:**

It is our professional opinion that the standard parking requirements are not applicable or should be reduced for this development based on the following factors:

- **Transit-Oriented Development:** The site is located within [Distance] of [Name of Transit Station/Bus Hub], justifying a reduction in private vehicle reliance.
- **Shared Parking Agreement:** The subject property has entered into a formal shared parking agreement with [Adjacent Property Name], providing [Number] additional stalls during peak retail hours.
- **Walkability and Demographics:** Data indicates that a significant percentage of the target customer base resides within walking distance, reducing the demand for onsite parking.
- **Alternative Transportation:** The project includes [Number] of high-capacity bicycle racks and [Number] of EV charging stations to encourage non-traditional commuting.

**Conclusion:**

Based on the [Traffic Study/Parking Analysis] conducted on [Date] by [Firm Name], the proposed [Number] of spaces is sufficient to meet the actual demand of the complex without impacting street parking or neighboring properties. We believe this exemption aligns with the city's goals of [Goal, e.g., urban density/reduced carbon footprint].

We respectfully request your approval of this exemption. Should you require additional documentation or a formal presentation, please contact me at [Phone Number] or [Email].

Sincerely,

[Signature]

[Printed Name]

[Title]

[License Number, if applicable]