

**Date:** [Date]

**From:**

[Sender Name/Department]

[Company/Entity Name]

[Address]

[City, State, Zip Code]

**To:**

[Recipient Name/Property Owner]

[Company Name, if applicable]

[Address]

[City, State, Zip Code]

**Subject: ADVISORY NOTICE: Resolution of Industrial Property Setback Encroachment**

Dear [Recipient Name],

This letter serves as a formal advisory regarding a setback encroachment identified at the property located at [Property Address/Parcel Number].

Based on a recent survey and site inspection conducted on [Date], it has been determined that the following structure(s) or equipment [describe item: e.g., warehouse extension, perimeter fencing, industrial cooling units] infringe upon the established [North/South/East/West] setback requirements by [Number] feet.

The aforementioned encroachment is currently in violation of [Reference specific local code, zoning ordinance, or deed restriction]. To resolve this matter and avoid potential legal action, fines, or demolition orders, the following corrective actions are advised:

- **Structural Modification:** Alter the structure to comply with the legal setback boundary.
- **Relocation:** Move the encroaching equipment or non-permanent structure within the allowable building envelope.
- **Variance Application:** Apply for a formal variance with the [Local Planning/Zoning Board]. Please note that approval is not guaranteed.
- **Boundary Agreement:** Secure a formal encroachment agreement or easement from the adjacent property owner, if applicable.

We request that you submit a written resolution plan or proof of compliance to this office no later than [Deadline Date]. Failure to respond or initiate corrective measures by this date may result in [mention consequence: e.g., formal citation or escalation to legal counsel].

If you believe this determination has been made in error, please provide a certified land survey supporting your claim within [Number] business days.

Thank you for your prompt attention to this industrial zoning matter.

Sincerely,

[Signature]

[Printed Name]

[Title/Position]