

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, State, Zip Code]

RE: Advisory Letter - Zoning Compliance Review for [Project Name/Campus Master Plan]

Dear [Recipient Name],

This letter serves as a formal advisory regarding the zoning compliance status of the proposed Corporate Campus Master Plan located at [Site Address/Parcel Numbers]. We have reviewed the submitted master plan documents against the current municipal zoning ordinances and land use regulations.

1. Land Use and Zoning District

The subject property is currently zoned as [Insert Zone District, e.g., PUD or I-1]. The proposed corporate office, research facilities, and ancillary structures are [Permitted / Conditionally Permitted / Non-Permitted] uses under this designation.

2. Dimensional Requirements

Based on our initial review, the following metrics apply to the master plan:

- Maximum Building Height: [Current Limit] vs. [Proposed Height]
- Setbacks (Front/Rear/Side): [Required] vs. [Proposed]
- Floor Area Ratio (FAR): [Allowed] vs. [Proposed]
- Lot Coverage: [Maximum Allowed] vs. [Proposed]

3. Parking and Loading

The master plan proposes [Number] of parking spaces. Under Section [Code Section], the minimum requirement for the intended square footage is [Number]. A [Deficit/Surplus] of [Number] spaces is noted.

4. Specific Compliance Concerns

[Insert specific issues such as environmental setbacks, traffic impact requirements, or landscaping buffers].

5. Required Actions and Next Steps

To move forward with formal approval, the following actions are required:

- [Action 1: e.g., Submission of a formal Variance application]
- [Action 2: e.g., Detailed Stormwater Management Plan]
- [Action 3: e.g., Presentation to the Planning Commission]

Please note that this advisory letter does not constitute final site plan approval or a building permit. All development remains subject to further technical review and public hearings as required by law.

Should you have any questions regarding these findings, please contact the [Department Name] at [Phone Number].

Sincerely,

[Signature]

[Name of Official]

[Title/Department]

[Municipality/Agency Name]