

[Sender Name/Law Firm]

[Street Address]

[City, State, Zip Code]

[Date]

[Recipient Name/Planning Department]

[Department Name]

[Street Address]

[City, State, Zip Code]

RE: Letter of Intent for Property Zoning and Entitlement Strategy

Property Address: [Address of Property]

Parcel Number (APN): [Parcel Number]

To [Name of Official or Department],

This Letter of Intent is submitted on behalf of [Client/Developer Name] regarding the proposed development and entitlement strategy for the property identified above. The property is currently zoned as [Current Zoning Designation].

Proposed Project Overview:

The applicant proposes to [Briefly describe project, e.g., construct a mixed-use residential building]. The project will consist of [Number] units and [Square Footage] of commercial space.

Entitlement Strategy:

To facilitate this development, the applicant intends to pursue the following legal and administrative actions:

- [Action 1: e.g., Formal Re-zoning from X to Y]
- [Action 2: e.g., General Plan Amendment]
- [Action 3: e.g., Conditional Use Permit (CUP) for height density]
- [Action 4: e.g., Variance for setback requirements]

Justification and Consistency:

The proposed entitlement strategy is consistent with the [City/County] General Plan and local land use objectives. This project will provide [Benefit to community, e.g., affordable housing, job creation, or infrastructure improvement].

Requested Action:

We respectfully request that the [Planning Department/City Council] review this strategy and provide the necessary procedural guidance for the formal application filing. We look forward to working with staff to ensure this project meets all municipal codes and environmental standards.

Sincerely,

[Signature]

[Typed Name]

[Title, e.g., Legal Counsel for Developer]