

[Your Name/Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Name of Planning Director/Commission Chair]
[Department of Planning and Zoning]
[City/County Name]
[Address]
[City, State, Zip Code]

RE: Letter of Representation and Statement of Intent for Rezoning Application

Project Name: [Project Name]

Property Address: [Subject Property Address]

Parcel ID: [Tax Map/Parcel Number]

Current Zoning: [Current Classification]

Proposed Zoning: [Requested Commercial Classification]

To the Department of Planning and Zoning,

Please be advised that [Your Name/Firm Name] has been retained to represent [Applicant/Property Owner Name], the applicant for the above-referenced rezoning request. This letter serves as our formal notice of representation and a statement in support of the application to rezone the subject property from [Current Zoning] to [Proposed Zoning].

Project Overview:

The applicant proposes to develop the [Number] acre site for [Brief Description of Commercial Use, e.g., a retail center, office complex, or mixed-use facility]. The proposed development aims to [Briefly state goal, e.g., provide local employment or increase neighborhood services].

Justification for Rezoning:

We believe this application is consistent with the [City/County] Comprehensive Plan for the following reasons:

- **Compatibility:** The proposed commercial use is compatible with the existing land use patterns in the surrounding area.
- **Economic Impact:** The project will contribute to the local tax base and provide sustainable economic growth.
- **Infrastructure:** The site has adequate access to [List Utilities/Roadways] to support the proposed intensity of use.
- **Public Benefit:** [List any benefits such as improved landscaping, traffic mitigation, or community amenities].

Conclusion:

We respectfully request that the Planning Commission and the Governing Body approve this rezoning application. We are prepared to discuss any conditions or provide additional documentation as required by the staff.

Please direct all future correspondence regarding this matter to my attention. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Capacity, e.g., Attorney for the Applicant]

cc: [Client Name]