

[Your Name/Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Name of Planning/Zoning Department]

[Attn: Board of Adjustment / Zoning Administrator]

[Department Address]

[City, State, Zip Code]

RE: Letter of Representation for Residential Variance Request

Property Address: [Subject Property Address]

Parcel ID / Tax Map Key: [Parcel Number]

Owner(s) of Record: [Property Owner Names]

To Whom It May Concern,

Please be advised that I/we represent [Property Owner Names], the owners of the above-referenced property, in connection with their application for a residential variance.

I am authorized to act as the primary point of contact and representative for the owners throughout the variance process. This authorization includes, but is not limited to, the following:

- Submitting application materials and supporting documentation;
- Communicating with department staff regarding the request;
- Presenting the case during public hearings or board meetings;
- Negotiating conditions or modifications related to the variance request.

The variance is being requested from Section [Code Section Number] of the [City/County] Zoning Ordinance to allow for [brief description of request, e.g., a reduced side-yard setback for a garage addition].

Please direct all future correspondence, notices, and staff reports regarding this matter to my attention at the address or email listed above.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title, if applicable]

Property Owner Authorization:

I/We, the undersigned owners of the subject property, hereby authorize [Your Name/Firm Name] to represent my/our interests regarding this variance request.

[Property Owner Signature]

[Date]