

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Name of Zoning Administrator/Planning Director]

[Department Name]

[City/County Name]

[Address]

[City, State, Zip Code]

RE: Letter of Representation and Notice of Appeal - Zoning Code Interpretation

Property Address: [Subject Property Address]

Parcel Number: [APN/Parcel ID]

Case/Reference Number: [Reference Number of Original Interpretation]

To the [Zoning Administrator/Board of Adjustment/Appeals Board]:

Please be advised that this office represents [Client Name], the [Owner/Applicant/Aggrieved Party] of the above-referenced property, regarding the formal zoning code interpretation issued on [Date of Interpretation Letter].

On behalf of our client, we hereby formally appeal the administrative interpretation of Section(s) [Insert Specific Code Sections] of the [City/County] Zoning Ordinance. Our client disputes the determination that [Briefly State the Interpretation being challenged, e.g., the proposed use is not permitted/the setback requirements apply].

The grounds for this appeal include, but are not limited to, the following:

- [Reason 1: e.g., Misapplication of the plain language of the code]
- [Reason 2: e.g., Inconsistency with previous administrative determinations]
- [Reason 3: e.g., Conflict with the General/Comprehensive Plan]

Enclosed is the required appeal application form and the filing fee in the amount of \$[Amount]. We request a formal hearing before the [Appeals Board/Planning Commission] at the next available opportunity.

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

Sincerely,

[Signature]

[Printed Name]
[Title/Bar Number if applicable]

CC: [Client Name]