

[Your Name/Firm Name]
[Address Line 1]
[Address Line 2]
[Phone Number]
[Email Address]

[Date]

[Name of Planning Director/Zoning Administrator]
[Department Name]
[City/County Name]
[Address Line 1]
[Address Line 2]

RE: Letter of Representation for Comprehensive Site Plan Approval
Project Name: [Project Name]
Property Address: [Property Address]
Parcel ID/Tax Map Number: [Number]

To the [Planning Department/Planning Commission],

Please be advised that [Your Name/Firm Name] has been retained to represent [Owner/Applicant Name] regarding the application for a Comprehensive Site Plan Approval for the above-referenced property.

As the authorized representative, I am empowered to act on behalf of the applicant in all matters pertaining to this application, including but not limited to: attending public hearings, responding to staff comments, submitting revised drawings, and executing necessary agreements related to the development process.

The proposed project consists of [Brief description of project, e.g., a 50-unit residential complex/a 10,000 sq. ft. commercial building]. We believe this plan aligns with the [City/County] Comprehensive Plan and meets all applicable zoning ordinances and technical standards.

Enclosed with this letter are the formal application forms, site drawings, and required filing fees. We look forward to working with your department to bring this project to fruition.

Please direct all future correspondence, notices, and inquiries regarding this matter to my attention at the contact information provided above.

Sincerely,

[Signature]

[Your Printed Name]
[Title/Professional Designation]

CC: [Owner/Applicant Name]