

[Your Name/Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Name of Planning Department/Commission]

[Historic District Commission Name]

[Address]

[City, State, Zip Code]

RE: Letter of Representation and Application for Historic District Overlay Exemption

To the Department of Planning and Development,

Please be advised that I represent [Property Owner Name], the legal owner of the property located at [Property Address], further identified by Parcel ID [Parcel Number].

This letter serves as formal notification that I am authorized to act on behalf of the owner in all matters pertaining to the application for an exemption from the [Name of Historic District] Overlay requirements for the aforementioned property.

The request for exemption is based on the following grounds:

- [Reason 1: e.g., Lack of historical significance of the existing structure]
- [Reason 2: e.g., Economic hardship or structural integrity issues]
- [Reason 3: e.g., Non-contributing status within the district survey]

Attached to this letter are the necessary supporting documents, including [List attachments such as site plans, photos, or architectural reports].

Please direct all future correspondence, notices, and inquiries regarding this matter to my attention at the contact information provided above. We look forward to presenting this case at the next scheduled hearing.

Sincerely,

[Signature]

[Printed Name]

[Title/Role]

Owner Authorization:

I, [Property Owner Name], hereby authorize [Your Name/Firm] to represent my interests regarding this exemption request.

[Property Owner Signature]
[Date]