

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

[Date]

[Name of Zoning Administrator/Planning Board]
[Department Name]
[City/County Name]
[Address]
[City, State, Zip Code]

RE: Letter of Representation and Application for Extension of Legal Nonconforming Use

Property Address: [Subject Property Address]
Parcel ID/APN: [Parcel Number]
Owner: [Property Owner Name]

To whom it may concern,

Please be advised that this office represents [Client Name], the owner of the above-referenced property. This letter serves as formal notice of representation regarding the request for an extension of the legal nonconforming use currently established at this location.

The subject property is currently utilized for [Describe Current Use], which was lawfully established prior to the enactment of the current zoning ordinance. Under [Cite Local Zoning Code Section], this use is recognized as a legal nonconforming use.

Our client is seeking an extension of this status based on the following grounds:

- **Evidence of Continuity:** The use has been maintained without abandonment or interruption for the duration required by law.
- **Nature of Extension:** The requested extension involves [Describe the nature of the request, e.g., expansion of square footage, extension of time after a temporary cessation, or structural alteration].
- **Lack of Adverse Impact:** The proposed extension will not increase the intensity of the use in a manner that negatively impacts the surrounding neighborhood or public welfare.

Enclosed with this letter are supporting documents, including [List documents, e.g., site plans, historical tax records, affidavits, or photographs], which substantiate the lawful status and the necessity of the requested extension.

We request that this matter be set for a hearing before the [Planning Commission/Zoning Board of Appeals] at the earliest available date. Please direct all future correspondence, notices, and inquiries regarding this matter to my attention at the contact information listed above.

Thank you for your time and consideration.

Sincerely,

[Signature]

[Printed Name]

[Title/Law Firm]