

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Name of Planning Director/Zoning Administrator]

[Department of Planning and Zoning]

[City/County Name]

[Address]

[City, State, Zip Code]

RE: Letter of Representation - Special Exception Permit Application

Project Name: [Project Name]

Property Address: [Property Address]

Parcel ID/Tax Map Number: [Number]

To the Department of Planning and Zoning,

Please be advised that [I/this firm] represents [Applicant Name] (the "Applicant") regarding the application for a Special Exception Permit for the above-referenced property.

The Applicant is seeking a Special Exception Permit to allow for [briefly describe the proposed use, e.g., a commercial daycare, a wireless communication facility, etc.] under Section [Section Number] of the [City/County] Zoning Ordinance.

As the authorized representative, please direct all future correspondence, staff reports, public hearing notices, and official decisions regarding this application to my attention at the contact information provided above.

We look forward to working with staff and the [Planning Commission/Board of Zoning Appeals] throughout this review process. Should you require any additional documentation or have questions regarding the application submittal, please contact me directly.

Sincerely,

[Signature]

[Printed Name]

[Title/Role, e.g., Attorney for the Applicant]

Authorization of Owner/Applicant:

I hereby authorize [Your Name/Firm] to act as my agent and representative in all matters relating to this Special Exception Permit application.

[Property Owner/Applicant Signature]
[Date]