

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Permit Office Name]
[Office Address]
[City, State, Zip Code]

Dear [Permit Office Official's Name],

Subject: Application for Customized Dwelling Permit

I am writing to formally submit my application for a customized dwelling permit for my property located at [Property Address].

The details of my proposed custom dwelling are as follows:

- ****Project Description****: [Brief description of the project, e.g., type of dwelling, architectural style, etc.]
- ****Intended Use****: [Describe the intended use of the dwelling, e.g., residential, rental, etc.]
- ****Square Footage****: [Total proposed square footage]
- ****Design Features****: [Highlight any unique design features or materials to be used]

Attached to this letter, you will find the following documents:

1. Completed application form
2. Site plans and drawings
3. Proof of land ownership
4. Environmental impact assessments (if applicable)
5. Any other required supporting documents

I assure you that the project will adhere to all local zoning laws, building codes, and community standards.

I appreciate your consideration of my application and look forward to your prompt response. I am available for any further information or clarification needed regarding my proposal.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]