

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

[Recipient Name]
[Planning and Zoning Commission]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Planning and Zoning Change

I am writing to formally submit an application for a zoning change for my property located at [Property Address], which is currently zoned [Current Zoning Classification]. I am seeking to rezone the property to [Proposed Zoning Classification] to better align with my intended use of the land and to support the growth and development within our community.

The primary objective of this rezoning request is [describe the purpose of the rezoning, e.g., "to allow for the development of a mixed-use commercial facility that will provide essential services to local residents"].

****Current Use and Condition of the Property:****

- The current use of the property is [describe current use].
- The approximate size of the property is [size in acres/square feet].
- The property is currently [condition of the property, e.g., "vacant," "in need of repair," etc.].

****Proposed Use:****

- I propose to utilize the property for [describe proposed use].
- This development will include [details about the development, e.g., "retail spaces, residential units," etc.].

****Benefits to the Community:****

- This project will contribute to the local economy by [explain how it will benefit the community, e.g., "creating jobs, increasing tax revenue," etc.].
- It will also enhance the community's character by [describe any aesthetic or functional benefits, e.g., "providing green spaces, improving pedestrian pathways," etc.].

****Supporting Documents:****

I have attached the following documents to support my application:

1. Site Plan
2. Property Description
3. Environmental Impact Assessment
4. Traffic Study
5. Community Engagement Feedback

I am committed to working with the Planning and Zoning Commission and the community throughout this process to ensure that this project meets both the needs and expectations of our neighbors.

Thank you for considering my application. I look forward to discussing this proposal further during the upcoming commission meeting. Please feel free to contact me at [phone number] or [email address] should you have any questions or need additional information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position, if applicable]
[Your Organization, if applicable]