**SAMPLE ZONING LETTER –** **Please feel free to use this as a template to send to the zoning authority. It should be placed on the authority letterhead and signed by an authorized individual. Alternatively, ensure that any letter received from an authority includes all the elements below.**

**Permissive Zoning Letter Template**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proposed Project Name:**

**Site Address(es):**

**Number of Units**:

* State the proposed project description.
* State the current zoning classification and description.
* Statement that the current zoning designation will permit the proposed project.

**Certification**

I, the undersigned, hereby certify that: (1) I am a duly authorized zoning authority representative for the proposed project site, and (2) all the information and statements contained in this form are true, complete, and accurate.

Signature Date

Name (Typed) Phone Number

Title