**SAMPLE REZONING REQUEST LETTER – Please use this template and 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.**

**Rezoning Request Letter Template**

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

**Proposed Project Name:**

**Site Address(es):**

**Number of Units**:

* An application or other documented request for rezoning has been submitted for the above-named project on the above-named site.
  + Date of Zoning Application / Request Submission:
  + Current Zoning Classification:
  + Requested Zoning Classification:
  + Where is the project in the approval process?
  + Any contingencies or conditions for the rezoning of the proposed site?
  + Overview of Review Process:
  + Expected Approval Date:

**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