

Sample Letter from Property Owner to Planning Board requesting a waiver of site plan

Date

Michael Dupree, Chairman, and
Planning Board Members
4383 Albany Post Road
Hyde Park, NY 12538

RE: Request for Site Plan Waiver for (*address*)

Dear Chairman and Board Members:

We own the home at _____ and is located in the historic overlay district. The zoning code requires site plan approval for construction in these overlay areas.

We are requesting a waiver of site plan because (insert proposed action) _____ associated with the single family home in this location does not seem to have a negative visual impact on the neighborhood or region.

We would like to begin construction soon and hope the Planning Board can consider this request at its earliest possible date.

Thank you for your consideration of this matter,

Name