

# Sample Cover Letter

## Special Permit Application

(Use your letterhead or print  
name and address)

Ms. Betty Brosius, Director of Planning  
Planning & Zoning Department  
Town Hall Annex  
66 Prospect Street  
Ridgefield, CT 06877

**Re: Special Permit Application (or Revision to Special Permit)**  
**(Print name of applicant here)**  
**(Print name of Project/Address of Project here)**

Dear Ms. Brosius:

We (I) are (am) hereby applying for a Special Permit under Section 9.2 (or, Revision to Special Permit, under Section 9.2.A.7.e) as required by Section(s) \_\_\_\_\_ of the Ridgefield Zoning Regulations to (“construct...”, “use the premises as...”, – briefly describe the proposal) \_\_\_\_\_

\_\_\_\_\_

on property located at \_\_\_\_\_

within a \_\_\_\_\_ zone.

Relating to the proposal, please find attached the following: (list all documents, maps, reports, fees and other information submitted with your application.)

[If authorization is being given to an “agent” by the property owner, add this paragraph.] As owner of the property, I hereby authorize \_\_\_\_\_ to apply on my behalf to the Town of Ridgefield for all permits and approvals related to this property.

Very truly yours,

Name (Signature)