

School District Notification Cover Letter Sample

<DATE>

<Designated Contact>, <Title>

_____, AZ _____

Dear <Superintendent, Dr., Mr., or Ms.> <Designated Contact's Last Name>:

This letter is being sent to you pursuant to the City of Phoenix Planning Department School District Notification Policy for General Plan designation and zoning classification changes.

Please be advised that we are applying for <a zoning change and/or an amendment to the General Plan> that changes classifications from non-residential to residential, and/or a <zoning classification and/or General Plan designation> change resulting in greater residential densities on the subject property. The property is currently zoned for _____ residential units; our application(s) will result in a total of _____ units allowed, and increase of _____%.

As required per the above Planning Department policy, please find a location map, site plan, and School District Response Form enclosed. **You are requested to respond to the City of Phoenix Planning Department by utilizing the School District Response Form within 37 days of receipt of this notification.** If you would like to discuss the proposal, I can be reached via the contact information provided below.

Sincerely,

Phone (____) ____-____
E-mail: