



**City of Phoenix**  
PLANNING DEPARTMENT

**Zoning Adjustment Application  
Sample Letter**

Dear **Property Owner, Resident, or Neighborhood Association President.**

The purpose of this letter is to inform you that we have recently filed a zoning adjustment application (**ZA-**\_\_\_\_\_ ) for a site located at \_\_\_\_\_.

Our request is for (Use Permit / Variance) \_\_\_\_\_  
\_\_\_\_\_

The hearing is as follows:

Zoning Adjustment Hearing,  
Phoenix City Hall  
200 W. Washington St.  
Assembly Room \_\_\_\_\_  
On \_\_\_\_\_, 2008 at \_\_\_\_\_

**OR**

Historic City Hall  
17 S. 2<sup>nd</sup> Ave., 3<sup>rd</sup> Floor  
Community Room  
On \_\_\_\_\_, 2008 at \_\_\_\_\_

You may attend the hearing to learn about the case and make your opinions known. Hearing information may also be found on signs posted on the site. You may also make your feelings known on this case by writing to the Planning Department at 200 West Washington Street, Phoenix, Arizona 85003 and referencing the case number. Your letter will be made part of the case file.

I would be happy to answer any questions or hear any concerns that you may have regarding this proposal. You may reach me at \_\_\_\_\_ (phone number) \_\_\_\_\_ and/or \_\_\_\_\_ (fax number) \_\_\_\_\_, or you may reach the City of Phoenix's Planning Department at 602-262-7131.

Sincerely,

**Developer or representative's name**

Attachments (Attach copy of application)