SAMPLE Cover Letter

Special Permit Application

(Use your own letterhead)

Mr. Richard Baldelli, Director, Planning and Zoning, ZEO
Town of Ridgefield Planning and 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 Mr. Baldelli:

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)