

SAMPLE LETTER TO REQUEST TABLING

Date

Town of Prosper
Development Services Department
Planning Division
P.O. Box 307
Prosper, Texas 75078

RE: Request to Table Zoning or Specific Use Permit Request

Planning Division:

As the applicant and/or representative of *(insert Town case number – Zoning Case Z14-xxxx or Specific Use Permit S14-xxxx)*, I hereby request that this case be tabled by the Planning & Zoning Commission/Town Council to their *(insert date)* meeting. The necessary zoning exhibits will be resubmitted to the Planning Division fourteen (14) days prior this meeting to provide adequate time for staff review and scheduling purposes.

Sincerely,

Insert Printed Name and Signature of Applicant and/or Representative