

LETTER OF INTENT TEMPLATE

Purpose

A letter of intent is to provide general information of any proposed development. This guide is to provide what is needed within the letter of intent. To provide guidance on what is needed

Requirements

For site plan requests:

- Define acreage of subject property.
- Describe in detail the location of the property.
- Proposed use
- Special consideration

For zoning requests:

- Define acreage of subject property
- Provide detailed justification and/or supporting documentation as to why the applicant is requesting to rezone the subject property to a specific zoning district/planned development.
- Describe any other special considerations or unique characteristics of subject property.

For plats/replat request:

- Define acreage of subject property.
- Describe, in detail, the location of the property.
- List any special considerations.

All other plans

- Please describe the project.

The Letter of Intent must provide the signature and contact information of the owner or applicant.