



## Sample Letter of Request

Board of Adjustment District \_\_ Board Members,

I request a variance to reduce the front yard setback from 40 feet to 25 feet for a proposed addition to my home.

I need the variance because I have a designated floodplain in the rear of my property which has forced the construction of my existing home at 40 feet from the front property line. Pima County Flood Control has stated that no additional construction will be allowed in the rear of my property (please see the attached letter from Flood Control). The existing house is already built to both 10 feet side yard setbacks. It would not be possible to construct the additional 600 sq. ft. addition on either the west or east side even if the side yard setback was reduced to 0 feet. The front of my property is well vegetated and would screen the proposed addition. I have enclosed letters of support from all of my adjacent neighbors and the Home Owners Association (Architectural Committee).

Thank you for your time and consideration.

Jane Doe  
1120 Anywhere Street  
Pima County, Arizona