

## Sample Letter of Intent

Date

Company Information

RE: Project Name and type of Case (be sure to include each case type)

Dear Public Works and Development:

Our company , \_\_\_\_\_, on behalf of the property owner, \_\_\_\_\_, is proposing a project within unincorporated Arapahoe County. The project is located (include address, intersection, subdivision information (lot and block) (if platted), and parcel ID number). The project includes \_\_\_\_\_ **acres** (square feet) and is currently **zoned** \_\_\_\_\_ (please be sure to include **existing zoning**).

Describe other relevant aspects of project.

For **Subdivisions**, include the information related to the subdivision, specifically the number of lots being divided, \_\_\_\_\_ number of lots, proposed uses, number of buildings, for a total of \_\_\_\_\_ acres, number of tracts (if known).

For **Final Development Plans**, please include all applicable information such as building square footage, lot size (acres and square feet), FAR, and percentage of open space.

For **Preliminary Development Plans and conventional rezonings**, please include the proposed zoning, density, FAR, and percentage of open space.

For **Use by Special Review** projects, please include the proposed use(s), the density, FAR, percentage of open space, and hours of operation.

Please include all necessary developer contact information as well.