Robert D. Rivers, Executive Director

City Planning Commission

1300 Perdido Street

7th Floor

New Orleans, LA 70112

[Date]

RE: Variance Extension Request

Dear Mr. Rivers:

In accordance with Article 4, Section 4.6.G of the Comprehensive Zoning Ordinance, I respectfully request a one (1) year extension of time for the variance granted under [BZA docket number]. As per the Notice of Disposition, the Board approved the request on [insert date of disposition]. The approval is set to expire on [insert date one year from date or disposition].

I respectfully submit that there is good cause for a one (1) year extension of time. [Insert reason].

I understand that, should this request for extension of time by granted, any further request for extension must be granted by the Board of Zoning Adjustments at a public hearing.

Sincerely,

[Your name here]