

WRITING A LETTER OF INTENT

A letter of intent should provide Council with as much detail as possible about the proposal. The following information (*when applicable*) should be included with your application. Please write in letter format and address all letters to either Council's attention or to the Keystone Planning District.

- What are you proposing to do?
- Where are you proposing to do this? (civic address and legal description)
- What are the reasons for your proposal?
- Are there any environmental concerns? What has been done to address those concerns? (smoke, emissions, noise, dust, vibrations, etc.)
- What are the neighboring uses in the area? (residential, commercial etc.) Does your proposal fit in?
- Will there be any outdoor storage associated with the use? If yes, where will it be and will it be visible?
- What provisions for fencing and landscaping have been made?
- Any other details that will create a clear picture of the proposed use...

If you are proposing a business, please include the following information:

- Do you have any hours of operation? Is the business by appointment or drop-in? Is the business only retail or wholesale or will you be doing repairs as well?
- How much traffic will be generated to the proposed use? How many customers would be considered normal? Are there peak hours or is the customer flow steady throughout the day?
- How is parking addressed? How many on-site parking spaces have been provided? Do you have any accessible (handicap) parking spaces? Do you have any loading spaces? (See someone in the Planning and Zoning Department for required dimensions of each parking spot and for your specific requirements)

If you would like more information on what to include in a letter of intent, please contact Keystone Planning District.

Community Planning • Safe Buildings