Property Owner(s) Name(s)

Address

Telephone

Email Address

Date

Via First Class Mail or E-mail

boh@harvard-ma.gov

Harvard Board of Health

13 Ayer Road

Harvard, MA 01451

Re: Property Address

Dear Sir or Madam:

I/we am/are the property owner(s) of (Property Address) as documented in the attached deed, dated (Date of Deed), recorded at the Worcester Registry of Deeds in Book (Book Number) on Page (Page Number). In connection with Building Permit Application (Number) submitted on (Application Submittal Date), please accept this letter as a request for a variance from the State Sanitary Code, Chapter II: 105 CMR 410.250 (A), for a habitable space with less than 8% window glass of the floor area.

Attached for your consideration please find the proposed building plans which were also submitted as attachments to the application for Building Permit Application (Number).

Kindly contact me at your earliest convenience to discuss scheduling of our variance request at a Board of Health Meeting.

Sincerely,

(Property Owner)

Enclosures:

Deed

Proposed Plans