

Sample neighboring lot encroachment letter

Regarding : Building Envelope for Lot \_\_ Carefree Ranch Homesteads

Dear \_\_\_\_\_,

We are in the process of establishing a Building Envelope per Section 3.2 of the CRH Design Guidelines for Lot \_\_ which is adjacent to your property. While Section 3.12 of the Design Guidelines allow for a minimum 60 foot building setback from the property line, it also requires a minimum of 300 feet between houses and accessory buildings on adjacent lots.

As our proposed Building Envelope is closer than 150 feet (half of the 300 feet required) from the property line, the location will have an impact on the location of your Building Envelope in the future. As such the Design Review Committee requires written notification of and approval by the impacted neighbor that their intended Building Envelope will be located more than 300 feet from the one we are proposing.

Please review the attached map showing our adjacent lots, the proposed Building Envelope, and the impact it will have on your future Building Envelope placement and sign and return this letter and the map attachment to the Carefree Ranch Homesteads Association, c/o Alan Hatch, Preferred Communities, PO Box 5720, Mesa, Arizona, 85211-5720.

☐The proposed location will not impact my future Building Envelope location and/or I relinquish any future rights to the 300 feet Building Envelope buffer between buildings on adjacent lots.

☐The proposed location is within 300 feet of my future Building Envelope location and I do not agree to an exception to the existing guidelines requiring 300 feet between buildings on adjacent lots.

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Lot #

\_\_\_\_\_  
Signature

Thank you for your assistance in the design process.

Sincerely,

\_\_\_\_\_