



THE CITY OF COURTENAY
830 CLIFFE AVE
 COURTENAY, BC, V9N 2J7
Tel: 250.703.4839
Email: planning@courtenay.ca

AGENT AUTHORIZATION

Legal description of Property under application: _____ Additional page(s) attached

Civic address of Property under application (house number, street name, city, postal code): (if applicable) _____

Agent: (full legal name & contact information) _____ (the "Property").

Address: _____

Phone: _____ Email: _____

Registered Owner(s): (list full legal name of all owner(s) registered on Property title)* _____ Additional page(s) attached

I/we, the Registered Owner(s) on title of the Land under Application, hereby grant permission to the Agent to act on my/our behalf in the following applications related to the said Land described above (check the following boxes that are applicable):

- | | |
|---|--|
| <input type="checkbox"/> Any/All Applications
<input type="checkbox"/> Board of Variance
<input type="checkbox"/> Building Permit
<input type="checkbox"/> Development Permit
<input type="checkbox"/> Development Variance Permit
<input type="checkbox"/> Other _____ | <input type="checkbox"/> Official Community Plan Amendment
<input type="checkbox"/> Subdivision Application
<input type="checkbox"/> Temporary Use Permit
<input type="checkbox"/> Zoning Bylaw Amendment (i.e., rezoning)
<input type="checkbox"/> Property File Review |
|---|--|

In authorizing the above listed Agent to act as applicant on my behalf, I/we acknowledge and agree that the City of Courtenay will maintain communication only with the Agent. I/we understand that any decisions by City staff or Council will be based on information provided by the Agent and that it is my/our responsibility to maintain a two-way communication with the Agent. I/we, the registered owner(s) of the Land under Application, do hereby agree to be bound by all decisions of the Agent in this matter.

Name of all Registered Owner(s):	Signature of all Registered Owner(s):	Date:
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***Note:** In order to use an agent to work on the owners' behalf **all owners registered on title** must sign to grant authorization. If the property is owned by a corporation, a designated person with signing authority for the company must sign the form and provide documentation of signing authority.