



THE CITY OF COURTENAY  
**830 CLIFFE AVE**  
 COURTENAY, BC, V9N 2J7  
**Tel:** 250.703.4839  
**Email:** [planning@courtenay.ca](mailto:planning@courtenay.ca)  
 or [building@courtenay.ca](mailto:building@courtenay.ca)

## AGENT AUTHORIZATION

Legal description of Property under application:

Additional page(s) attached

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

\_\_\_\_\_ (the "Property").

Agent: (full legal name & contact information)

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Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Registered Owner(s): (list full legal name of all owner(s) registered on Property title)\*

Additional page(s) attached

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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):

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

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.