

**Property Information**

Property Address \_\_\_\_\_  
Legal Description \_\_\_\_\_  
\_\_\_\_\_

**Authorization**

**Please Note:** Where the subject property is owned by more than one person, written authorization must be obtained from all owners in order to submit an application and/or view and obtain property plans.

This document shall serve to notify the District of Oak Bay that I/we are the legal owner(s) of the property described above and do authorize the following person

Agent Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_ Postal Code \_\_\_\_\_  
Phone 1 \_\_\_\_\_ Phone 2 \_\_\_\_\_  
Email \_\_\_\_\_

to act as Authorized Agent on my/our behalf on all matters pertaining to the following items:

**Agent Appointed For**

- Development Applications  
*for example, Official Community Plan, Rezoning, Development Variance Permit, Uplands Siting and Design*
- Building or Plumbing Permits
- Engineering Permits *for example, driveways, service connections*
- To View Property Plans
- To Obtain Copies of Property Plans  
*Please be advised that plans are sent offsite for scanning at the end of the week and are forwarded via email once available.*

**Owner Information**

Owner Name(s) \_\_\_\_\_  
\_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_ Postal Code \_\_\_\_\_  
Phone 1 \_\_\_\_\_ Phone 2 \_\_\_\_\_  
Email \_\_\_\_\_

\_\_\_\_\_  
**Owner(s) Signature**

\_\_\_\_\_  
**Owner(s) Signature**

\_\_\_\_\_  
**Date**