



LETTER OF AGENCY BOARDS AND COMMISSIONS

TO: Planning and Development Services, City of Columbia

I, the undersigned property owner, do hereby attest that I am the person that holds, or I am authorized on behalf of the party that holds, fee simple interest in the following parcel(s):

COMMON STREET ADDRESS(ES): _____

TAX MAP NUMBER(S): _____

Further, I hereby authorize the persons and/or entities listed as AUTHORIZED AGENT(S) below to act on my behalf for the purpose of submitting documents, amending documents, meeting with staff, attending public meetings and hearings, and as otherwise may be necessary and proper to fulfill the required steps to request the following:

1. Variance, Special Exception, and/or Administrative Appeal (Board of Zoning Appeals)
2. Zoning Map Amendment (Planning Commission and City Council, if applicable)
3. Site Plan Review (Planning Commission or D/DRC)
4. Design Review (D/DRC)
5. Minor Subdivision (Staff)
6. Major Subdivision (Planning Commission)

***Please strike-through and initial any of the above-listed steps that do not fall under the scope of this Letter of Agency*

Name, Company/Firm, Telephone Number

AUTHORIZED AGENT(S): _____

Please note that the Authorized Agent(s) will be the designated contact for all correspondence related to the above-listed steps

SIGNATURE OF PROPERTY OWNER: _____ DATE: _____

PROPERTY OWNER NAME (PRINTED): _____

WITNESS TO SIGNATURE: _____ DATE: _____

WITNESS NAME (PRINTED): _____