

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 there is a minimum 48 hour processing time for obtaining copies of plans.

An Access Request Form and applicable payment must accompany copy requests.

Owner Information

Owner Name(s) _____

 Mailing Address _____
 _____ Postal Code _____
 Phone 1 _____ Phone 2 _____
 Email _____

 Owner(s) Signature

 Owner(s) Signature

 Date