

**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**

- |  |   |
|--|---|
| <input type="checkbox"/> Development Applications<br><i>for example, Official Community Plan, Rezoning, Development Variance Permit, Uplands Siting and Design</i> | <input type="checkbox"/> To View Property Plans   |
| <input type="checkbox"/> Building or Plumbing Permits  | <input type="checkbox"/> To Obtain Copies of Property Plans<br><i>Please be advised that plans are sent offsite for scanning at the end of the week and are forwarded via email once available. Cost is \$10 per page. Plus GST</i> |
| <input type="checkbox"/> Engineering Permits <i>for example, driveways, service connections</i>  |   |

**Owner Information**

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

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

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

\_\_\_\_\_  
 Date