



SAMPLE AUTHORIZATION LETTER

FOR ALL DEVELOPMENT APPLICATIONS

[Date]

City of Peoria Planning Department
9875 N. 8th Avenue
Peoria, Arizona 85345

Re: Letter of Authorization for [Project Name]

To Whom It May Concern:

This letter of affidavit concerns the following parcel of land:

Street Address: _____

County Tax Assessor's Parcel Number: _____

General Location: _____

Parcel Size: _____

Legal Description: _____

(If the land is a platted lot, then write the lot number, subdivision name, and the plat's recording number and date. Otherwise, write "see attached legal description" and attach a legal description.)

I hereby state that:

1. I am the owner of the land or I am the duly and lawfully appointed agent of the owner of the land and have authority from the owner to sign this affidavit on the owner's behalf. If the land has more than one owner, then I am the agent for all of the owners, and the word "owner" in this affidavit refers to all of them.
2. I have authority from the owner to act for the owner before the City of Peoria with regard to any and all reviews, general plan amendments, rezoning requests, variances, conditional use permits, and other land use regulatory or related matters of every description involving the land, or involving adjacent or nearby lands in which the owner has (or may acquire) an interest, and all applications, dedications, payments, assurances, decisions, agreements, legal documents, commitments, waivers and other matters relating to any of them.
3. I will immediately deliver to the Director of the Planning Department, or their designee, written notice of any change in the ownership of the land or in my authority to act for the owner.
4. If more than one person signs this affidavit, each of them, acting alone, shall have the authority described in this affidavit, and each of them warrant to the City of Peoria the authority of the others.
5. Under penalty of perjury, I warrant and represent to the City of Peoria that this affidavit is true and complete. I understand that any error or incomplete information in this affidavit or any applications may invalidate approvals or other actions taken by the City of Peoria, may otherwise delay or prevent development of the land, and may expose me and the owner to other liability.

Print Name

Signature

Date
