



DEVELOPMENT SERVICES DEPARTMENT

250 East L St. Benicia, CA 94510

Planning: (707) 746-4301 | Building Safety: (707) 746-4230

Planning@ci.benicia.ca.us | Buildingsafety@ci.benicia.ca.us

OWNER/AGENT AUTHORIZATION FORM

RECORD INFORMATION

DATE:

RECORD ID#:

PROPERTY INFORMATION

Project Site Address:

Assessor Parcel Number (APN):

OWNER'S INFORMATION

Name:

Mailing Address:

ZIP:

Email:

Phone:

APPLICANT'S/ AGENT'S INFORMATION

Name:

Company:

Mailing Address:

ZIP:

Email:

Phone:

OWNER'S AFFIDAVIT

Under penalty of perjury the following declarations are made:

- The undersigned is the owner of this property.
- The information presented is true and correct to the best of my knowledge.
- I understand that any information provided becomes part of the public record and can be made available to the public for review and posted to City websites.
- I hereby authorize the Applicant listed above to act as my agent on my behalf on all matters before the City of Benicia Development Services Department pertaining to development on the property listed above.

Owner's Signature

Date

Owner's Name (printed)

Contact Information Instructions

An “Applicant” is any person, firm, partnership, association, joint venture, corporation or any entity, combination of entities or consortium who seeks approval of a City permit or other Project entitlement for the use of property. The Applicant shall be the primary billing contact for all processing and development fees associated with the application. The Applicant may additionally identify an “Authorized Agent.” An Authorized Agent is any person, firm, partnership, association, joint venture, corporation or any entity, combination of entities or consortium authorized by the Applicant to represent and act on behalf of the Applicant. If identified in an application, the Authorized Agent shall receive all written correspondence from the City regarding the application and any hearings or proceedings scheduled before the Planning Commission, City Council or other appointive City Boards and Commissions, but shall not be responsible for the payment of development or processing fees. The Applicant shall receive all billing invoices for the project, and under the “Conditions” set forth below, shall be liable for the payment of all development and processing fees associated with the application.

The “Property Owner” of property means a person, persons or corporation holding fee title to the real property within the City as shown on the most recent assessor’s roll in the County of Solano upon which the Project is proposed. Property Owner and Applicant may be the same person or legal entity, or may be different. For example, in the case of a person or entity holding an option on the land, or other contractual relationship with the property owner, the fee owner(s) of the property would be the Property Owner, and the person or entity seeking the approvals or permits and holding an option to purchase the property would be the Applicant. If Applicant and Property Owner are the same person or entity, please enter “Same as Applicant” in the area provided for Property Owner information. In the event that Applicant and Property Owner are different, all Property Owners must sign on the following page to authorize the Applicant to file an Application for the City permit or Project entitlement on his or her property.