

Appointment of Agent and/or Authorization for Sign Permit Application

Planning and Development Department

3000 Guildford Way, Coquitlam BC V3B 7N2

Tel: 604-927-3430 Email: signpermits@coquitlam.ca

www.coquitlam.ca/signpermits

To: **General Manager Planning & Development; City of Coquitlam**

I/We, _____ (the "Registered Owner"),

(Legal name(s) appearing on Title)

own the lands described below and confirm the appointment of:

(Legal name of consultant/corporation/individual appointed as Agent)

Address of Agent: _____

Phone: _____ Email: _____

to act as my/our agent with respect to all matters relating to a Sign Permit Application and I hereby permit the agent to install the sign(s) for:

under City of Coquitlam Sign Bylaw No. 3873, 2008, as amended regarding the lands described as:

Civic address of Property: _____

Legal description of Property: _____

Business/Tenant Name: _____

It is understood, that:

1. The City of Coquitlam shall deal with the above-noted agent with respect to all matters pertaining to the Sign Permit Application and is under no obligation to communicate with the Registered Owner or any other person while this appointment remains in effect;
2. The above-noted agent has authority to make all necessary arrangements with the City of Coquitlam, to perform all matters and to take all necessary proceedings with respect to a Sign Permit Application; and
3. A written letter from the Registered Owner(s) is required to cancel this appointment.

Further, I/we hereby agree that all information, including personal information, contained in this document and the Sign Permit Application may be used for reports to Council, available to the public upon request and distributed on the City's website.

Dated at: _____, this _____ day of _____, 20____.

(Place where form executed)

(day)

(month)

(Signature of Registered Owner(s), Authorized Signatory for Owner Corporation or Strata Corporation)

Print Name _____ Title _____

Name of Owner Corporation or Strata Corporation: _____

Address: _____

Phone: _____ Email: _____

(Phone number and email of Registered Owner or Authorized Signatory for Owner Corporation or Strata Corporation)

The personal information collected on this form is collected in accordance with the *Freedom of Information and Protection of Privacy Act*. The City has authority to collect your information for the purposes of administering the Planning and Land Use Management processes in accordance with the *Local Government Act*. Should you have any questions or concerns about the collection and/or release of your personal information please call the Senior Planner at 604.927.3430.