



LETTER OF AGENCY

DATE: _____
TO: **ZONING ADMINISTRATOR, CITY OF COLUMBIA**

I, the undersigned PROPERTY OWNER below, do hereby attest that I am the person that holds, or I am authorized to act on behalf of the party that holds, fee simple interest in the following property:

COMMON STREET ADDRESS(ES): _____ ,

also known by TAX MAP NUMBER(S): _____ .

Further, I hereby authorize the person listed as AUTHORIZED AGENT below to act on my behalf for the purpose of submitting documents, amending documents, meeting with staff, attending public meetings and hearings, and as otherwise may be necessary and proper to fulfill the required steps to request (CHECK ALL THAT APPLY):

- a **variance** from the Board of Zoning Appeals;
- a **special exception** from the Board of Zoning Appeals;
- an **appeal of the decision of the Zoning Administrator** from the Board of Zoning Appeals;
- a change to the Zoning Maps of the City of Columbia from City Council, **rezoning** the property listed above from _____ to _____; and/or
- site plan review** by the Planning Commission.

SIGNATURE OF PROPERTY OWNER: _____ DATE: _____
PRINT Name of Property Owner: _____
Street Address of Property Owner: _____
City, State, ZIP of Property Owner: _____
Telephone Number of Property Owner: _____

SIGNATURE OF WITNESS: _____ DATE: _____
PRINT Name of Witness to Signature of Property Owner: _____

SIGNATURE OF AUTHORIZED AGENT: _____ DATE: _____
Name of Authorized Agent: _____
Company/Firm of Authorized Agent: _____
Street Address of Authorized Agent: _____
City, State, ZIP of Authorized Agent: _____
Telephone Number of Authorized Agent: _____