

AUTHORIZATION LETTER
On company letter head (if applicable)

Date _____

Mrs. Adrienne D. Jones, Director
City of Daphne Department of Community Development
P.O. Box 400
Daphne, Alabama 36526

Dear Mrs. Jones,

I/we, _____, hereby authorize
Owner(s) of Record
_____ of _____
Authorized Agent *Company*

to represent me/us and to act on my/our behalf in regard to this application
for _____.
Type of Application or Request

This authorization shall last for a period of six months or as prescribed
herein: _____.
Timeframe

Sincerely,

Name & signature of each owner

Signature of Authorized Agent: _____ Date: _____

Company Letter Head

**SAMPLE
TRANSMITTAL LETTER REGARDING APPLICATIONS**

Date

Mrs. Adrienne D. Jones, Director
City of Daphne Department of Community Development
P.O. Box 400
Daphne, Alabama 36526

We have submitted an application for [] for the upcoming [Month, Date] Planning Commission Public hearing. We have delivered to your department the signed application form and all prescribed supplemental documents. The supplemental list is signed by the project manager as a testament thereof.

As of DATE, we have delivered or will deliver the additional plans to Daphne Utilities, Riviera Utilities. We request that the plans for the Public Works Director, the Fire Marshal and the Environmental Programs Manager be delivered through interoffice mail or the like. These plans have also been provided to staff for distribution.

Sincerely,

Signature of Authorized Person(s)

PROJECT NAME

HEADER:

ADJACENT PROPERTY OWNER'S LIST

Doe Sr., John
P O Box 123
Daphne, AL 36526

Doe, Jr., John
P O Box 456
Daphne, AL 36526

Claus, Santa
111 North Pole
North Pole, Ant. 00001

The Snowman, Frosty
112 North Pole
North Pole, Ant. 00001

Flintstone, Fred and Wilma
5 T-Rex Street
Bedrock, Bedrock 2007

Griffith, Andy
15 Pollard Road
Mayberry, AL

Mouse, Mickey and Minnie
1 Disney Way
Orlando, Florida 32811

Brown, Charlie
1 Knotts Berry Farms
Los Angeles, CA 90231

Format:	Last name, First name Mailing Address City, State Zip code
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It is the applicant's responsibility to assure that each adjoining property owner is listed and that the address is correct. Note: the notification fee is directly related to the number of adjoining property owners listed.