# Letter of Authorization

Property Address(es):_____

Legal Description:_____

I/we are the **owner(s)**, identified on a current Land Title Certificate, of the above referenced property and hereby authorize:

**Authorization Provided To Agent(s):**

**Name:**_____
Please print

**Address:**_____

**Tel No.1:** _____ **Tel No.2:** _____ **E-mail:** _____

Please check √ where applicable. To represent myself/us in an application for:

- ☐ Official Community Plan Amendment;
- ☐ Rezoning;
- ☐ Heritage Revitalization Agreement / Heritage Alteration Permit;
- ☐ Development Permit / Special Development Permit;
- ☐ Temporary Use Permit;
- ☐ Development Variance Permit;
- ☐ Board of Variance;
- ☐ Business License Application;
- ☐ Subdivision;
- ☐ Tree Permit;
- ☐ Fill Permit;
- ☐ Demolition Permit;
- ☐ Building Permit;
- ☐ Subtrade Permit;
- ☐ Building Permit Plans (Archive Copies);
- ☐ Address Change Request;
- ☐ Driveway Install/Relocate;
- ☐ Service Connection Install/Upgrade/Relocate
- ☐ All Choices

**ALL REGISTERED OWNERS MUST PRINT AND SIGN NAME(S):**

- ☐ If more than three (3) owners, please submit a separate letter.
- ☐ If the registered owner of the property is a company or not-for-profit corporation, then an authorized signatory as identified by the solicitor must submit a separate letter **OR** all persons on the Company Title Certificate / Society Summary must sign the Letter of Authorization. A copy of the Company Title Certificate / Society Summary must also be provided.

| print | signature | date | |
|---|---|---|---|
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- ☐ Is the subject property or properties designated under the Strata Property Act? If yes, then a resolution and/or minutes must be provided acknowledging receipt of the proposed application.

**Date:** _____ **Signature of Agent(s):**_____

# Consent of Strata

Consent of a Strata Corporation is required for work that will involve or affect Common Property and Limited Common Property. In accordance with the *Strata Property Act*:

"Common Property" means

(a) that part of the land and buildings shown on a strata plan that is not part of a strata lot, and

(b) pipes, wires, cables, chutes, ducts and other facilities for the passage or provision of water, sewage, drainage, gas, oil, electricity, telephone, radio, television, garbage, heating and cooling systems, or other similar services, if they are located

(i) within a floor, wall or ceiling that forms a boundary

(A) between a strata lot and another strata lot,

(B) between a strata lot and the common property, or

(C) between a strata lot or common property and another parcel of land, or

(ii) wholly or partially within a strata lot, if they are capable of being and intended to be used in connection with the enjoyment of another strata lot or the common property;

"Limited Common Property" means common property designated for the exclusive use of the owners of one or more strata lots.

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I am a member of the Strata Council for the Strata Corporation of the above-noted property and hereby confirm on behalf of the Strata Council that the Strata Corporation consents to:

- ☐ Release of archived copies of building plans related to the Property
- ☐ Work that will alter Limited Common Property adjacent to Unit Number _____
- ☐ Work in Unit Number _____ that will affect Common Property, Limited Common Property or both owned by the Strata Corporation

The work permitted is as follows (provide description of building, plumbing, electrical work):

_____

_____

_____

_____

_____

**Strata Council Member**

Name: _____ Address: _____

Tel: _____ Cellular: _____

Fax: _____ Email: _____

Date: _____ Signature: _____

Doc# 2735031