

Letter of Authorization Example for Comprehensive Sign Plan Application

DATE

City and County of Denver

Community Planning and Development Agency

201 W Colfax Ave, Department 205

Denver, CO 80202

To Whom It May Concern,

This letter serves as formal authorization for DESIGNER/CONSULTANT/OWNER REPRESENTATIVE to act on behalf of PROPERTY OWNER to submit the SIGN PLAN for PROJECT NAME, located at ADDRESS.

1. Statement of Intent

The purpose of this project is to submit an SIGN PLAN TYPE for PROJECT NAME to the City and County of Denver.

2. Contact Information

Owner Representative: Name/Company/Email/Phone

Owner Contact: Name/Company/Email/Phone

3. Owner Authorization

By this letter, PROPERTY OWNER, authorizes OWNER REPRESENTATIVE to act on our behalf to submit and manage all necessary documentation, including drawings and specifications, related to the CSP amendment for PROJECT NAME/ADDRESS with the City and County of Denver.

Sincerely,

Signature – Property Owner – Date