



Letter of Authorization Records To Assign An Owner Representative To Obtain Documents

11995 Haney Place, Maple Ridge, BC V2X 6A9
Phone: 604-467-7311 Email: BuildingEnquiries@MapleRidge.ca

Date: _____

Civic Address: _____

Legal Description: Lot: _____ Plan: _____

Attention: Manager of Permit Services

This letter is to advise that I/we _____ am/are

(Please print)

the Registered Owner(s) of the above referenced property, acknowledge that the drawing(s) and other documents recorded and stored at the City of Maple Ridge may be obtained by

Name of Owner Representative **(Please Print)**
to act on my/our behalf.

Address of Owner Representative **(Please Print)**

Registered Owner Name **(Please Print)**

Registered Owner Name **(Please Print)**

Registered Owner Signature

Registered Owner Signature

*** Note:** The owner representative (as listed above) is required to provide photo identification prior to information being released to them.

“Owner” means a person registered in the records as owner of land or of a charge on land, whether entitled to it in the person’s own right or in a representative capacity or otherwise and includes a registered owner.

“Owner Representative” or Agent includes a person, firm or corporation representing the owner by designation or contract.

Personal information collected on this form is in accordance with s. 26(c) of the Freedom of Information and Protection of Privacy Act (RSBC 1996) for permitting purposes. Please be advised that permits are considered public records that are available in various City publications or disclosed through information requests. If you have any questions, you may contact the FOI Office by calling 604-466-4300 or by emailing FOI@MapleRidge.ca. Formal FOI requests may be addressed to the Corporate Officer.