



# City of Clovis

Department of Planning and Development Services  
CITY HALL · 1033 FIFTH STREET · CLOVIS, CA 93612

## Notarized Letter of Agency

If the applicant is not the owner of the property involved, the City requires that a notarized letter of agency be submitted with the application form. Should more than one property owner be involved, then a separate letter of agency shall be submitted for each property owner.

Date: \_\_\_\_\_

Mr. Dwight Kroll, AICP  
Director of Planning and Development Services  
City of Clovis  
1033 Fifth Street  
Clovis, CA 93612

**Subject:** Letter of Agency from \_\_\_\_\_, property owner, for a  
\_\_\_\_\_ application submitted by \_\_\_\_\_  
\_\_\_\_\_

Dear Mr. Kroll,

I, \_\_\_\_\_, property owner of \_\_\_\_\_  
do authorize \_\_\_\_\_ to submit an application for a  
\_\_\_\_\_, of which my property is a part thereof.

\_\_\_\_\_  
Property Owner

On \_\_\_\_\_, before the undersigned, a Notary Public, personally appeared  
\_\_\_\_\_, personally known to me or proved to me on the basis of  
satisfactory evidence to be the person whose name is subscribed to the within instrument, and acknowledged  
that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument  
the person, or the entity upon behalf of which the person acted, executed the same.

Witness my hand and official seal.

\_\_\_\_\_  
Notary Public