



Planning Department * 140 W. Patrick Street * Frederick, Maryland 21701 * 301.600.1499

AGENT AUTHORIZATION LETTER

I / WE, _____, representing
(Individual's name -- please type or print in ink)

(Corporate name, if applicable)

being the current owner(s) of the property legally described as follows:

do hereby designate and authorize _____
(Individual's name -- please type or print in ink)

representing, _____
(Corporate name, if applicable)

to act as my / our agent in applying to the City of Frederick for _____

_____ approval in conjunction with the

_____ project involving the property described above, and
to sign on my / our behalf all application forms and other documents which may be necessary for this purpose.

(Signature of property owner)

(Type or print name of signatory)

(Title and corporate name, if applicable)

State of _____, County of _____

The foregoing indenture was acknowledged before me this

_____ day of _____, 19 _____

by _____,
who is personally known to me, or who has produced

_____ as identification, and who did / did not take an oath.

_____, Notary Public, State of _____
(Notary's signature)

Commission No. _____ My Commission Expires: _____

Name of notary *(typed, printed, or stamped)* _____

CITY OF FREDERICK -- AGENT AUTHORIZATION LETTER

I / WE, _____(1)_____, representing
(Individual's name -- please type or print in ink)

_____(2)_____,
(Corporate name, if applicable)

being the current owner(s) of the property legally described as follows:

(3)

do hereby designate and authorize _____(4)_____
(Individual's name -- please type or print in ink)

representing, _____(5)_____
(Corporate name, if applicable)

to act as my / our agent in applying to the City of Frederick for _____(6)_____

_____ approval in conjunction with the

_____ (7) _____ project involving the property described above,
and to sign on my / our behalf all application forms and other documents which may be necessary for this purpose.

_____(8)_____
(Signature of property owner)

_____(9)_____
(Type or print name of signatory)

_____(10)_____
(Title and corporate name, if applicable)

State of _____(11)_____, County of _____(11)_____

If the owner wishes to receive a copy of all correspondence, please check box.

The foregoing indenture was acknowledged before me this

_____(12)____ day of _____(12)____, 19 ____ (12) ____

by _____(13)____,
who is personally known to me, or who has produced

_____(14)____
as identification, and who (15) did / did not take an oath.

_____(16)____, Notary Public, State of _____(17)____
(Notary's signature)

Commission No. _____(19)_____ My Commission Expires: _____(20)_____

Name of notary *(typed, printed, or stamped)* _____(21)_____

INSTRUCTIONS FOR EXECUTING THE AGENT AUTHORIZATION LETTER

The Agent Authorization Letter is a legal document which the City may, if necessary, submit for recording by the Clerk of the Circuit Court. The Authorization Letter must therefore be executed properly or it will not be accepted for recording. Please read instructions carefully and insert the correct information (either typed or printed clearly in ink) in the appropriate spaces on the numbered form.

1. Name of the individual signing the agent authorization letter. This will either be the current title holder or an officer of the corporation currently holding title to subject property.
2. The name of the corporation currently holding title to subject property, if applicable.
3. Legal description of subject property. This description must be accurate and should be taken from the deed / title or a current survey of the property. Descriptions taken from tax bills or the county tax roll are not usually complete and cannot be accepted. If the legal description is too lengthy to fit on the agent authorization letter itself, then the words "see attached legal description" should be substituted in space #3 and the complete description must be attached to the authorization letter.
4. The name of the individual being authorized to act as agent for the title holder(s).
5. If the agent represents a corporate entity (such as a prospective purchaser / developer of subject property, law firm, real estate agency, financial institution, engineering / architectural firm, etc.), then the name of this organization must be entered in this space.
6. Type of approval(s) for which the agent is being authorized to apply to the City. These may include preliminary and final subdivision, Historic District Commission, Board of Zoning Appeals, site plan, and other specific approvals being requested.
7. The name of the project for which approval is requested.
8. Legal signature of the individual whose name is entered in Space #1.
9. The name of the signatory, typed or printed in ink.
10. If the current title holder is a corporation, partnership, trust, etc. (as named in Space #2), then the title(s) of the person(s) signing the indenture (president, general partner, trustee, etc.) and the corporate name must be entered in this space.
11. Name of the state and county where the Authorization Letter is being executed. These spaces should be filled in by the notary.
12. Day, month, and year that the Authorization Letter is notarized. These spaces should be filled in by the notary.
13. The name of the person signing in Space #8, as entered in Space #9. This space (#13) should be filled in by the notary.
14. Type of documentation (driver's license, Social Security card, etc.) submitted by the person(s) signing in the #8 space(s) as proof of identity, if required. This space should be filled by the notary.
15. The notary should indicate whether the person(s) signing in the #8 space(s) did or did not take an oath, by circling whichever choice does apply or by crossing out whichever choice does not apply.
16. Signature of the notary.
17. The name of the state where the notary is commissioned.
18. The notary's seal, if applicable, should be embossed above the notary's signature.
19. The notary should write his or her commission number in this space.
20. The notary should write the expiration date of his or her commission in this space.
21. The name of the notary must be typed, printed, or stamped in this space.