

M Letter of Authorization Master Requirement GEN101



Purpose

The *Letter of Authorization* enables a landowner to designate an agent to make a permit application on his/her behalf. Typically this would be an architect, designer or contractor hired by the owner.

Background

The agent makes decisions and commitments on behalf of an owner with respect to the permit application, documents and conditions associated with the permit. Owners, however, retain the ultimate responsibility for the permit application and all conditions contained therein.

Agents often make payments on behalf of owners of potentially refundable fees and securities. The District returns funds to the payee named on the receipt. If funds are to be returned to persons other than the payee the District recommends arrangements be made early in the process to avoid delays. The payee must authorize a release to a person not named on the receipt.

Requirements

Content: Standard DNV *Letter of Authorization*

Timing: Must be submitted with, or prior to, submission of building permit, environment permit, subdivision, development permit or development variance permit.

Owner: Owner is required to complete the *Letter of Authorization*.

Related Requirements/Documents/Forms

Form: *Release of Funds to other than Payee*

Contacts

Planning, Permits and Properties
District of North Vancouver
355 West Queens Road
North Vancouver, BC V7N 4N5

Tel 604-990-2480
Fax 604-984-9683
email building@dnv.org