

**AUTHORIZATION LETTER**  
On company letter head (if applicable)

Date \_\_\_\_\_

Mrs. Adrienne D. Jones, Director  
City of Daphne Department of Community Development  
P.O. Box 400  
Daphne, Alabama 36526

Dear Mrs. Jones,

I/we, \_\_\_\_\_, hereby authorize  
*Owner(s) of Record*  
\_\_\_\_\_ of \_\_\_\_\_  
*Authorized Agent* *Company*

to represent me/us and to act on my/our behalf in regard to this application  
for \_\_\_\_\_.  
*Type of Application or Request*

This authorization shall last for a period of six months or as prescribed  
herein: \_\_\_\_\_.  
*Timeframe*

Sincerely,

Name & signature of each owner

\_\_\_\_\_  
\_\_\_\_\_

Signature of Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Company Letter Head

**SAMPLE  
TRANSMITTAL LETTER REGARDING APPLICATIONS**

Date

Mrs. Adrienne D. Jones, Director  
City of Daphne Department of Community Development  
P.O. Box 400  
Daphne, Alabama 36526

We have submitted an application for [ ] for the upcoming [Month, Date] Planning Commission Public hearing. We have delivered to your department the signed application form and all prescribed supplemental documents. The supplemental list is signed by the project manager as a testament thereof.

As of [DATE], we have delivered or will deliver the additional plans to Daphne Utilities, Riviera Utilities. We request that the plans for the Public Works Director, the Fire Marshal and the Environmental Programs Manager be delivered through interoffice mail or the like. These plans have also been provided to staff for distribution.

Sincerely,

Signature of Authorized Person(s)

## PROJECT NAME

**HEADER:**

### ADJACENT PROPERTY OWNER'S LIST

Doe Sr., John  
P O Box 123  
Daphne, AL 36526

Doe, Jr., John  
P O Box 456  
Daphne, AL 36526

Claus, Santa  
111 North Pole  
North Pole, Ant. 00001

The Snowman, Frosty  
112 North Pole  
North Pole, Ant. 00001

Flintstone, Fred and Wilma  
5 T-Rex Street  
Bedrock, Bedrock 2007

Griffith, Andy  
15 Pollard Road  
Mayberry, AL

Mouse, Mickey and Minnie  
1 Disney Way  
Orlando, Florida 32811

Brown, Charlie  
1 Knotts Berry Farms  
Los Angeles, CA 90231

<b>Format:</b>	Last name, First name Mailing Address City, State Zip code
----------------	--

It is the applicant's responsibility to assure that each adjoining property owner is listed and that the address is correct. Note: the notification fee is directly related to the number of adjoining property owners listed.