



OWNERSHIP VERIFICATION AND AGENT AUTHORIZATION

This form verifies ownership of the property described below and, where applicable, authorizes an agent to act on the owner's behalf. It serves as both the Notarized Verification of Land Ownership and the Authorization Agent Designation Form referenced in the City's application checklists. Each person or entity with an ownership interest in the property must sign and have their signature notarized.

PROPERTY INFORMATION

Property Address: _____

Travis CAD Property ID(s): _____

Legal Description (subdivision, lot, block, and recording information): _____

APPLICATION COVERED BY THIS AUTHORIZATION

Project Name: _____

MGO Case Number (if assigned): _____

Application type(s):

- | | | |
|---|--|--|
| ☐ Pre-Application Meeting | ☐ Zoning Map Amendment | ☐ Planned Development District or PDD Amendment |
| ☐ Specific Use Permit | ☐ Site Plan | ☐ Zoning Variance or Special Exception |
| ☐ Plat (any type) | ☐ Plat Vacation | ☐ Subdivision Construction Plans |
| ☐ Zoning Verification Letter | ☐ Development Agreement | ☐ Waiver (NPS or Subdivision) |
| | | ☐ Other: _____ |

PROPERTY OWNER

Owner Name (individual or entity): _____

Mailing Address: _____

Phone / Email: _____

If there is more than one owner, list each additional owner on an attached page. Every owner must sign and notarize a copy of page 2.

AUTHORIZED AGENT (IF APPLICABLE)

Agent Name: _____

Firm / Company: _____

Mailing Address: _____

Phone / Email: _____

Agent acknowledgment: I accept this authorization and acknowledge that I am the principal contact with the City for the application(s) identified in this form, and that City notices and correspondence delivered to me are considered delivered to the owner(s).

Agent Signature

Date

OWNERSHIP VERIFICATION AND AGENT AUTHORIZATION



OWNER CERTIFICATION AND AUTHORIZATION

I/We, being duly sworn, certify and state that:

1. I am, or we are, the owner(s) of the property described in this form, and the owners signing below constitute all persons or entities holding an ownership interest in the property.
2. Where an owner is an entity, the person signing on its behalf is authorized to bind that entity to this certification and authorization.
3. Where an agent is named above, I/we authorize that agent to act on my/our behalf in the submittal, processing, and presentation of the application(s) identified in this form, including resubmittals and responses to City comments, and to serve as the principal contact with the City.
4. This authorization does not authorize the agent to sign any plat, dedication, easement, or other document to be recorded on the owner's behalf.
5. Written notices and correspondence from the City delivered to the authorized agent, including notices of incompleteness, are considered delivered to the owner(s).
6. This authorization remains in effect for the application(s) identified above until revoked in writing and delivered to the Planning and Development Department, or until the owner transfers its interest in the property, whichever occurs first.
7. The information provided in this form is true and correct.

Owner (individual or entity name): _____

Signature: _____ Date: _____

Printed Name: _____ Title (if signing for an entity): _____

STATE OF TEXAS §

COUNTY OF _____ §

Sworn to and subscribed before me on _____, 20____, by _____.

Notary Public, State of Texas

My commission expires: _____

(Seal)

If there is more than one owner, each additional owner must sign and have notarized a separate copy of this page.