



PLANNING APPLICATION REQUIRED PROPERTY OWNER AUTHORIZATION

Before a planning application can be accepted by the City of San Bruno for processing, the owner of each property involved must provide a signature to verify the Application is being filed with their knowledge. The City will confirm ownership based on the records of the County Assessor. In the case of partnerships, corporations, LLCs or trusts, the agent for service of process or an officer of the ownership entity so authorized may sign as stipulated below.

- **Ownership Disclosure.** If the property is owned by a partnership, corporation, LLC or trust, a disclosure identifying the agent for service of process or an officer of the ownership entity must be submitted. The disclosure must list the names and addresses of the principal owners (25 percent interest or greater). The signatory must appear in this list of names. A letter of authorization, as described below, may be submitted provided the signatory of the letter is included in the Ownership Disclosure. Include a copy of the current partnership agreement, corporate articles, or trust document as applicable.
- **Letter of Authorization (LOA).** A LOA from a property owner granting someone else permission to sign the Application form may be provided if the property is owned by a partnership, corporation, LLC or trust, or in rare circumstances when an individual property owner is unable to sign the Preliminary Application form. To be considered for acceptance, the LOA must indicate the name of the person being authorized to file, their relationship to the owner or project, the site address, a general description of the type of application being filed and must also include the language in items 1-3 below. In the case of partnerships, corporations, LLCs or trusts, the LOA must be signed by the authorized signatory as shown on the Ownership Disclosure or in the case of private ownership by the property owner. Proof of Ownership for the signatory of the LOA must be submitted with said letter. If the property is owned by a LLC/Partnership, **all property owners** are required to sign the application forms, and evidence of the partnership document is required to be submitted. If an LLC, there must be evidence that the individual signing the application forms has legal signature authority for the LLC.
- **Grant Deed.** Provide Copy of the Grant Deed or Title Report (less than one year old) if the ownership of the property does not match local records. The Deed or Title Report must correspond exactly with the ownership listed on the application.
- **Multiple Owners.** If the property is owned by more than one individual (e.g., John and Jane Doe, or Mary Smith and Mark Jones) signatures are required of **all owners on the title of the property.**

**PLANNING APPLICATION
REQUIRED PROPERTY OWNER AUTHORIZATION**

1. I hereby certify that I am the owner of record of the property located at _____, San Bruno, CA, which is the subject of this this Application, or have been empowered to sign as the owner on behalf of a partnership, corporation, LLC, or trust as evidenced by the documents attached hereto.
2. I hereby consent to the filing of this Application for the above listed property address for review and/or processing by the City of San Bruno subject to the City's Zoning ordinances, adopted plans, policies, and standards adopted and in effect.
3. By my signature below, I certify that the foregoing statements are true and correct.

Property Owner's Signature

Date

Print Property Owner's Name

Property Owner's Signature

Date

Print Property Owner's Name

I certify that I am authorized by the property owner(s) to file this Planning Application and submit, herewith, this authorization.

Authorized Agent's Signature

Authorized Agent's Name

Date