

Authorization Letter Format Guidelines

Last Revised: 12/11/2015

Section One: Format of the Document

1. A 8.5" x 11" document size
2. On Company Letterhead if applicable

Section Two: Data Requirements

1. Date of the Letter
2. Sender's Address Block must include the following:
 - a) Owner's Full Name OR Representative's Full Name, Job Title and Company
 - b) Street Address
 - c) City, State, Zip
 - d) Phone Number:
 - e) Email Address:
3. Receiver Address Block should be:
City of Aurora, Planning and Zoning Division
44 E. Downer Place, Aurora IL 60507
630-256-3080
coaplanning@aurora-il.org
4. Subject Line of "Re: Authorization Letter for: _____"
(Property address)
5. Addressed to "To whom it may concern:"
6. The body of the letter should include a statement such as the following:
"As the record owner of the above stated property I hereby affirm that I have full legal capacity to authorize _____, and its representatives, to act as the owner's agent through the _____ Land Use Petition process with the City of Aurora for said property."
(Type of Petition)
7. Notarized Owner's Signature and Date

Section Three: Format Example

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Month Day, Year

From: Owner's Full Name, Job Title
Company Name
Street Address, City, State, Zip
Phone:
Email:

To: City of Aurora, Planning and Zoning Division
44 E. Downer Place, Aurora IL 60507
630-256-3080
coaplanning@aurora-il-org

Re: Authorization Letter for: Property address

To whom it may concern:

As the record owner of the above stated property I hereby affirm that I have full legal capacity to authorize _____, and its representatives, to act as the owner's agent through the _____ Land Use Petition process with the City of Aurora for said property.

Signature: _____ Date _____

Subscribed And Sworn To Before Me This _____ Day
Of _____, 20____

Notary Signature _____

