

[Your Name/Firm Name]

[Address Line 1]

[Address Line 2]

[Phone Number]

[Email Address]

[Date]

[Name of Planning Director/Lead Planner]

[Planning/Development Department Name]

[Municipality/County Name]

[Address Line 1]

[Address Line 2]

RE: Letter of Representation for Subdivision Plat Review

Project Name: [Project Name]

Property Address: [Physical Address]

Parcel ID/Tax ID: [Identification Number]

To the Department of Planning and Development,

Please be advised that I, [Your Name], of [Your Firm Name], have been formally retained to represent the property owner, [Owner Name], in matters pertaining to the subdivision plat review process for the above-referenced property.

As the designated representative, I am authorized to:

- Submit applications, revised plats, and supporting technical documentation.
- Correspond with city/county staff regarding zoning, engineering, and planning comments.
- Appear on behalf of the owner at public hearings and planning commission meetings.
- Make binding decisions regarding minor adjustments required for plat approval.

Please direct all official correspondence, deficiency notices, and meeting invitations regarding this application to my attention using the contact information provided above.

Attached to this letter, please find the [Owner's Affidavit/Notarized Authorization Form] as required by your department.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]

Owner's Consent:

I, [Property Owner Name], hereby authorize [Your Name/Firm] to act as my agent for the purposes of this subdivision application.

[Property Owner Signature]