



Property Owner Certification

Application Instructions and Submittal Documents

1. ALL owners of record must sign this certificate and upload it into the Energov system.
2. If a company (including an LLC), corporation, partnership, or other group is an owner of the property, the signee must indicate company/corporate position/title **AND** submit substantiating documentation.
3. Any person signing with Power of Attorney for others must print the names of those individuals **AND attach** a notarized copy of the Power of Attorney.

Application Type*

- | | | |
|---|--|---|
| <input type="checkbox"/> Alcohol | <input type="checkbox"/> Final Plat | <input type="checkbox"/> Planned Unit Development |
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Master Development Plan | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Amended/Minor Plat | <input type="checkbox"/> Miscellaneous Request | <input type="checkbox"/> Small Cell Tower |
| <input type="checkbox"/> BOA – Variance, Special Exception Use, Appeal | <input type="checkbox"/> Off-Premise Sign Review | <input type="checkbox"/> Telecommunication Tower |
| <input type="checkbox"/> Conditional Use (land use, parking, landscaping, etc.) | <input type="checkbox"/> On-Premise Sign Review | <input type="checkbox"/> Temporary Use |
| | | <input type="checkbox"/> Zoning Amendment |

Project Information

Name of Project*: _____

Property Address*: _____

(If property address is not assigned, please indicate assessment number(s).)

Tax Assessment Number*: _____

Property Owner Contact Information

Check here if primary contact

First Name* _____ Last Name* _____ Business Name _____

Mailing Address

Address* _____ City* _____ State* _____ Zip Code* _____

Email: * _____ Phone Number: * _____

Authorized Representative*

I _____ will represent myself; or I hereby designate _____
(Property Owner) (Name of Project Representative)

to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this request.

Acknowledgment*

1. I acknowledge that private deed restrictions or covenants may exist on the subject property. I recognize that neither the Bossier City – Parish Metropolitan Planning Commission (MPC) nor its staff may consider such deed restrictions or covenants, if any, when determining approval or denial of an application.
2. I understand that the application fee is nonrefundable.
3. Pending Application Expiration: The applicant understands that the application expiration timeframe begins when the applicant submits the application. Pending applications shall expire 180 days from the date of submittal.
4. I hereby certify that I am the owner of the property and further certify that the information regarding the property ownership provided as a part of this application is true and correct. (Attach additional pages if necessary)

Property Owner(s) Signature

Date

Property Owner(s) Signature

Date

* Required information in order to process Application.