



RICHLAND COUNTY GOVERNMENT

CP&D DEPARTMENT | PLANNING SERVICES DIVISION
NEIGHBORHOOD IMPROVEMENT PROGRAM

Commercial Façade Improvement Program

LETTER OF AGENCY

To: **Neighborhood Improvement Program**

RE: _____
(Property Address)

In connection with the subject property, I hereby authorize the person shown below as my agent for the purpose of filing any applications and required documentation, designing and reviewing plans, obtaining required permits and will be the responsible financial agent, as in reference to the above listed property.

Signature of Property Owner:

Owner's Name (Print):

Owner's Address: _____

Owner's Contact Numbers:

Daytime Number: _____ Nighttime Phone: _____

Owner's E-mail: _____





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Signature of Tenant/Applicant (Agent):

Agent (Applicant) Name (Print):

Agent Address:

Agent's Contact Numbers:

Business: _____ Cell: _____

Agent's E-mail: _____

Witness

Signature: _____

Witness

Printed Name: _____

Notary

Signature: _____

Stamp/Seal:

Notary

Printed Name: _____

Date:

