



# City of Westlake Village Property Owner Affidavit

Property Address: \_\_\_\_\_ Assessor's Parcel Number(s): \_\_\_\_\_

Description of Project Application: \_\_\_\_\_

Ownership Type:  Individual(s)  Partnership  Corporation  LLC  Trust  Other \_\_\_\_\_

Total number of Property Owner Affidavits submitted for this application: \_\_\_\_\_

This Property Owner Affidavit must be completed and submitted with any development application to verify that the application is being filed with the knowledge and consent of the property owner(s). **If the property is owned by more than one individual or entity or if multiple signatures are required, a separate Property Owner Affidavit must be submitted for each signature.** 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. **All signatures must be notarized by a California Notary Public.**

**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. A copy of the current partnership agreement, corporate articles, or trust document as applicable must be submitted with this form.

**Letter of Authorization (LOA).** A LOA from a property owner granting someone else permission to sign the Property Owner Affidavit 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 Property Owner Affidavit. 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 a partnership, corporation, LLC, or trust, 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 the LOA.

**Grant Deed.** The City will confirm ownership of the property based on the records of the Los Angeles County Assessor. If the ownership of the property does not match County Assessor records, a copy of the Grant Deed reflecting the current ownership must be submitted with this form. The ownership listed on the Grant Deed must correspond exactly with the ownership listed on the project application.

**Multiple Owners.** If the property is owned by more than one individual, signatures are required of all owners.

**Property Owner Declaration.**

1. I hereby certify that I am the owner of record of the property described above located in the City of Westlake Village, which is the subject of the planning entitlement application described above; or I 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 the planning entitlement application described above and authorize the person(s) listed as the Applicant or Contact on the application to represent me and act on my behalf in matters relating to the application.
3. I hereby authorize representatives of the City of Westlake Village to enter upon the property that is the subject of the application for the purpose of examining and inspecting the property as it pertains to processing of the application.
4. By my signature below, I certify that the foregoing statements are true and correct.

<b>Signature</b> (must be notarized)	
<b>Printed Name</b>	
<b>Title/Ownership Role</b>	
<b>Company/ Ownership Entity</b>	

<b>Date Signed</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Address</b>	