



Account User Authorization

Planning & Development Services Department

Complete this annual Account User Authorization Form to designate individuals authorized to submit and pick up materials on your behalf for services provided by the City of Scottsdale's Planning & Development Services Department. **Authorizations are valid for only one year and expire on December 31 of each year. This form must be renewed by the client prior to the December 31 expiration to avoid interruption in account activity.**

STATEMENT OF AUTHORIZATION

Until otherwise instructed by me in writing, I hereby authorize the City of Scottsdale to accept and release information and materials related to planning and development services rendered for this account. I understand that I must renew this authorization form each year in order to maintain current information on file. Failure to do so may result in an interruption in the processing of materials related to this account. I understand that individuals using this account will be required to show identification. I also agree to immediately report to the City of Scottsdale any changes to the authorization on my account by completion of a new Account User Authorization Form.

Further, I understand that a request to discontinue this account must be made in writing and sent to the City of Scottsdale, Development Services Manager, 7447 E. Indian School Road, Suite 100, Scottsdale, Arizona 85251, ATTN: One Stop Shop. Completed forms may be delivered in person, by courier, U.S. mail, or faxed (480-312-7088).

- Project Name: _____
- Plan Check No.(s): _____
- Subdivision(s): _____

	X	
Account Holder Name (Please Print)	Account Holder Signature	Date

Contact Person			
	Name (Please Print)	Telephone Numbers	

The individuals listed below are authorized to use this account but are not authorized signatories on the account's credit card used to make payments.*

	Name	Signature
1		
2		
3		
4		
5		

**Authorized users of this business account may drop off and pick up plans and other City of Scottsdale development services-related documents on behalf of the account holder, but are not authorized to sign for credit card payments made using the credit card designated for the account.*

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7447 E Indian School Road Ste 100, Scottsdale, AZ 85251 ♦ Phone: 480-312-2500 ♦ Fax: 480-312-7088