



Planning Division Permit Application

LETTER OF AGENCY

This letter empowers the Sheriff's Department to remove any unauthorized persons from your property without first contacting the owner for a formal trespassing complaint. Without this letter, the Sheriff's Department can only warn people that they should leave, but cannot force them to do so. This Letter of Agency should be filled out and signed by the property owner, then submitted to the Department of Community Development or West Hollywood Sheriff's Station. The Letter of Agency will only be valid if you have closed your property to public access and posted "No Trespassing" signs. The letter needs to be renewed every six months if necessary.

 DATE

 NAME

 STREET

 CITY STATE ZIP

 HOME PHONE BUSINESS PHONE

TO: Captain Lynda Castro
 West Hollywood Sheriff's Station

I AM THE OWNER OF THE PROPERTY AT _____
 THE PROPERTY IS AN: APARTMENT HOUSE PRIVATE RESIDENCE BUSINESS VACANT LOT

I AM AUTHORIZING THE LOS ANGELES COUNTY SHERIFF'S DEPARTMENT TO ARREST FOR TRESPASSING ANY PERSONS FOUND ON THE PROPERTY WITHOUT MY CONSENT OR WITHOUT LAWFUL PURPOSE.

I CERTIFY THAT THE PROPERTY LISTED ABOVE IS CLOSED TO THE PUBLIC AND IS POSTED AS BEING CLOSED IN ACCORDANCE WITH 602 n.P.C.*

I UNDERSTAND THAT THIS LETTER IS VALID FOR A MAXIMUM PERIOD OF SIX MONTHS AND IT IS MY RESPONSIBILITY TO RENEW THE LETTER AT THAT ITEM IF THE NEED STILL EXISTS.

 SIGNATURE DATE

* Please be advised: This letter is only enforceable if "No Trespassing" signs are correctly posted.

SHERIFF'S DEPARTMENT USE ONLY	
BRIEFED:	_____
PLACED W/DEP BOARD:	PROCESSED BY: _____
EXPIRES ON:	DATE: _____