

Property owners **MUST** complete a Right-of-Entry Permit Application for debris removal on private property (ROE Permit Application) and provide the proper paperwork to enroll in the program. Please follow the checklist below to make sure you have all of the necessary documents to submit the ROE Permit Application. **Applications will not be approved until all required information is received. Please only submit ONE ROE Permit Application per property.**

## DOCUMENTS NEEDED FOR ROE PERMIT APPLICATION

- ROE Permit Application for debris removal on private property
- Government-issued ID (Driver's License or Passport)
- Homeowners' Insurance Policy:
  - Declaration page
  - Debris removal coverage section/page
  - Assessor's parcel number (APN)
- Signature of all property owners, Trustees, or power of attorney
- Trust or LLC Documents (if applicable)
  - First page of Trust and pages naming Trustees
  - Power of Attorney signature page
  - Signature authorization page
- Signed and notarized document for authorized agent (ONLY if property owner is not signing)
- Burned vehicle identification and insurance
  - VIN and/or description of each vehicle on property
  - Insurance policy for all insured vehicles on property

**ALL TRUSTEES OR SIGNATORIES MUST SIGN THE ROE PERMIT APPLICATION FOR DEBRIS REMOVAL ON PRIVATE PROPERTY.**

## PROPERTY OWNED BY 1 OR MORE INDIVIDUALS

All owners listed on the title of the home must:

- Sign the ROE Permit Application
- Provide government-issued ID

## PROPERTY OWNED BY A TRUST, LLC, OR OTHER LEGAL ENTITY

Please provide:

- First page of the Trust, LLC or other agreement
- Signature authorization page/pages naming Trustees
- Power of Attorney signature page