



# City of Plano REQUEST FOR HOLD HARMLESS AGREEMENT

Address of Project: \_\_\_\_\_

Legal Description: Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_ Contact Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Please complete the attached sheets regarding property owner information.

### Required Information:

**Site Plan:** A site plan shall be provided indicating the location of the sign on the property. Please indicate the dimensions from each property line to the leading edge of the sign, in addition to the dimension from the front property line to the center line of the pole or nearest pier.

**Drawing of Sign:** A drawing of the sign shall be submitted indicating the overall dimensions of the sign, height of the sign and the depth and dimension of any piers/footings.

(office use only)

Date sent: \_\_\_\_\_

Route to: \_\_\_\_\_

BI Contact: \_\_\_\_\_

Date Returned: \_\_\_\_\_

Phone: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**NAME OF GRANTOR:** \_\_\_\_\_

Please provide the following information for preparation of separate instrument document:

- Is the Grantor a:
- 1. Sole Proprietorship      \_\_\_\_\_ Yes      \_\_\_\_\_ No
  - 2. General Partnership      \_\_\_\_\_ Yes      \_\_\_\_\_ No
  - 3. Limited Partnership      \_\_\_\_\_ Yes      \_\_\_\_\_ No
  - 4. Corporation      \_\_\_\_\_ Yes      \_\_\_\_\_ No
  - 5. Other \_\_\_\_\_      \_\_\_\_\_ Yes      \_\_\_\_\_ No

If the company is a **sole proprietorship**, please list the owner's full legal name, the name under which business is conducted (i.e. d/b/a), the address for the company, including the state and county in which your business is located:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the company is a **general partnership**, please list the exact name of the partnership, whether it is a partnership formed under the laws of the State of Texas or another state, the business address for the partnership, including the state and county, and list of the names of all of the partners for the partnership:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the company is a **limited partnership**, please list the exact name of the limited partnership, whether it is a limited partnership formed under the laws of the State of Texas or another state, the business address for the limited partnership, including the state and county, and list the names of all the general partners for the partnership:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In the case of a **limited partnership** (foreign or domestic), is it registered with the Secretary of State of the State of Texas and authorized to do business in this State?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

In the case of a **limited partnership** (foreign or domestic), is its general partner(s) registered with the Secretary of State of the State of Texas and authorized to do business in this State?      \_\_\_ Yes      \_\_\_ No

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If the company is a **corporation**, please list the exact name of the corporation, whether it is a corporation formed under the laws of the State of Texas or another state, the business address for the corporation, including the state and county, and list the names of all of the officers for the corporation:

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In the case of a **corporation** (foreign or domestic), is it registered with the Secretary of State of the State of Texas and authorized to do business in this State? \_\_\_\_\_ Yes \_\_\_\_\_ No

If the company is a **limited liability company**, please list the exact name of the limited liability company, whether it is a limited liability company formed under the laws of the State of Texas or another state, the business address for the limited liability company, including the state and county, and list the names of all the members/managers for the limited liability company:

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In the case of a **limited liability company** (foreign or domestic), is it registered with the Secretary of State of the State of Texas and authorized to do business in this State? \_\_\_\_\_ Yes \_\_\_\_\_ No

In the case of a **limited liability company** (foreign or domestic), is its member(s)/manager(s) (if not an individual) registered with the Secretary of State of the State of Texas and authorized to do business in this State? \_\_\_\_\_ Yes \_\_\_\_\_ No

If the company is **another entity** not listed above, please list the exact name and type of company, the state under which it is formed, the business address for the company, including the state and county, and list the names of all of the persons authorized to act on the company's behalf:

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In the case of **another entity** (foreign or domestic), is it registered with the Secretary of State of the State of Texas and authorized to do business in this State? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please provide a list of names and capacity of all individuals who are authorized to execute contracts or documents on behalf of your organization:

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\*Name of person who will sign the instrument: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone No. \_\_\_\_\_

\*Regarding who will sign the document:

In the case of a **corporation**, the President or Vice President of the corporation must sign unless there is a corporate resolution authorizing another party to sign (please attach a copy of the corporate resolution).

In the case of a **limited partnership (LP)**, all the general partners must sign for the LP unless there is a "Managing General Partner" who is authorized to sign for the LP.

In the case of a **limited liability company** all members of the limited liability company must sign unless it is managed by one or more Managers who are authorized to sign for the company.

In the case of a **general partnership (GP)** all partners of the GP must sign unless there is a "Managing Partner" who is authorized to sign for the GP.

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[www.buildinginspections.org](http://www.buildinginspections.org)  
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