



Dear Private Property Owner/Manager:

The Colorado Springs Police Department can enforce certain violations of City ordinances occurring on private property without the owner/manager being present by having a letter on file with the Colorado Springs Police Department. Examples of these ordinances are parking on private property, trespass on private property, and littering on private property. If you desire enforcement action during normal and non-normal business hours, you must complete the following and be willing to testify in court, should the need arise. Signing this does not guarantee additional patrols and the Police Department will need to be informed when there may be a violation on the property. This authorization will expire two years from the date of signature. If you wish for this authorization to continue beyond this date, you must renew this authorization every two years.

“I, _____, doing business as _____
(PRINT Name) (Owner/Agent/Manager/etc.)

for the business/property _____, located at
(Name of Business)

_____,
(Address of Property) and/or (Schedule Number)

do hereby authorize the Colorado Springs Police Department to ticket and/or remove unauthorized persons and vehicles from my business property during normal and non-normal business hours. This includes the specific *unauthorized individual listed below, **if applicable**. I also will sign complaints and testify in court, if necessary, against those persons who violate City ordinances pertaining to private property.”

*Unauthorized Individual _____

Property Representative/Title/Signature Date

Owner/Company Name

Owner/Company Address/Zip Code

Work Phone Home Phone E-mail

Business Hours

Revised March 2017



Return to: wesley.wilkerson@coloradosprings.gov or
Mailing Address: Post Office Box 2169 • Colorado Springs, Colorado 80901-2169

