

SAMPLE REQUEST FOR PRE-CONSTRUCTION MEETING

**CONSULTANT'S LETTERHEAD**

DATE: \_\_\_\_\_

SURREY FILE: 78\_\_\_\_\_

CONSULTANT FILE: \_\_\_\_\_

TO: City of Surrey  
Land Development Division, Engineering Department  
Attention: \_\_\_\_\_

**RE: Request for Pre-Construction Meeting:**

\_\_\_\_\_ **Lots at** \_\_\_\_\_ **Avenue and** \_\_\_\_\_ **Street**

1. Developer: Full Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_

2. Prime Contractor: Full Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Surrey Business License No: \_\_\_\_\_  
Expiry Date: \_\_\_\_\_

3. Checklist Items (please check):

- Letter of Appointment
- Prime Contractor Liability Insurance Certificate (Within the Location field, identify "Various Locations in Surrey" or site specific with City Project Number)
- WCB Notice of Project
- Signed Contractor Health & Safety expectations form
- Completed Pre Construction Contractor Safety checklist
- Construction Schedule
- Confirmation that ESC Permit has been issued if disturbed area  $\geq 2000m^2$
- ESC Supervisor Report for Phase 1 ESC Works if disturbed area  $\geq 2000m^2$
- Confirmation that Rights of Way & Legal Documents have been filed
- Notification of Construction to Residents and Neighbourhood with Recipient List
- Scalable Traffic Management Plan for Arterial and Collector roads **OR** Figure number from "Traffic Control Manual for Work on Roadways" for Local roads
- Updated Water Tie-in and Connection Summary
- Updated Signage and Line Painting Cost Summary
- Copy of Key Plan (digital copy preferred)
- Contractor References & Summary of Similar Projects Completed.**

I confirm that the project has received all Surrey City Council approvals as applicable and that the Servicing Agreement is finalized and subdivision plan has been signed.

I further confirm that I have reviewed the attached documentation outlining the proposed contractor's references and work experience and confirm that it demonstrates that the proposed contractor appears sufficiently fit and skilled to perform the work assigned to them.

Signed by:

\_\_\_\_\_, P. Eng.