CITY OF SURREY
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Trees and Landscape Section

COMFORT LETTER FOR LANDSCAPE ARCHITECT / ENGINEER PRESENCE AT SPECIFIED STAGES OF CONSTRUCTION

This letter is to confirm that _____
Name of company/developer/property owner

has retained _____ to oversee the following:
Name of Landscape Architect / Engineer company

◯ Structural Soil ◯ Subsoil (@ rough grading) ◯ Permeable Paving (subsurface, incl. drainage)

◯ Other _____

For construction at: _____ _____
street address *postal code*

as described in the attached Landscape Architecture and related plans. All work to be **confirmed in a follow-up letter/report, including field photos** submitted to the City within two (2) working days of completion of the monitored work. The follow up letter/report must be written by the professional submitting this comfort letter.

Landscape Architect / Engineer is to do the following:

◯ Provide guidance and supervise all aspects of structural soil installation covered in the plans and specifications, including volume, material spec.s, product mixing, and installation procedures.

◯ Inspect all soil at rough grading for quality, composition, compaction, elevation, depth, scarification of sub-base, etc.

◯ Provide guidance and supervise the installation of all sub-surface requirements for permeable paving according to plans and specifications, including drainage requirements.

◯ Other: _____

_____

_____

- The owner is aware that the Landscape Architect / Engineer must be on site to supervise as specified in the plans or as agreed upon with City Staff.

Failure to comply with this signed contract can result in possible penalty fees, stop inspections/stop work orders and project delays.

_____	_____
Printed name of owner/developer	*Printed name of Landscape Architect / Engineer*
_____	_____
Signature of owner	*Signature of Landscape Architect / Engineer*
_____	_____
Phone number	*Phone number*
_____	_____
Date	*Date*