

**\*\* On Company Letterhead \*\***

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

Plan Review Section, Building Division  
Planning & Development Department  
City of Surrey  
13450 – 104 Avenue  
Surrey, BC  
V3T 1V8

Example Only

Dear Sir/Madam:

**Re: Disposal of Excavated Materials from** \_\_\_\_\_  
(address of project)

This is to certify that all soil to be removed from the above referenced project site will be disposed of in accordance with Surrey Soil Conservation and Protection By-law, 2007, No. 16389. In addition, I certify that the above works will be undertaken in accordance with the City's requirements as specified within both the Erosion & Sediment Control Bylaw No. 16138, and the Highway, Traffic & Parking Regulation Bylaw No. 13007.

Specifically, \_\_\_\_\_ is to be excavated and this volume will be  
(volume in m<sup>3</sup>)

deposited at \_\_\_\_\_.  
(address of deposition site)

Yours truly,

\_\_\_\_\_

(Owner's Name)

\_\_\_\_\_

(Owner's or Authorized Agent's Signature)

**\*\* Letter to be submitted and approved prior to any site preparation work \*\***