

## LETTER OF ACCEPTANCE AND RELEASE OF HOLDBACK REQUEST

Professional Engineer is to certify project when works are complete as per the servicing agreement. The engineer is to ensure that:

- (a) The City Inspector and the Residents are notified of any deficiency cleanup work and/or Notice of Paving.
- (b) The prime contractor has renewed their permits prior to commencing any work on the City ROW.
- (c) Traffic Control is provided when required.
- (d) Silt Control is maintained until approved for removal.
- (e) Boulevards are landscaped.
- (f) General site cleanup is done including street cleaning.
- (g) All concrete curb, sidewalk, driveway, and walkway repairs are complete.
- (h) Arrange for cash-in-lieu and/or placement of asphalt overlays and speed humps.
- (i) Hydrant permits are obtained prior to use of any hydrants.
- (j) Any asphalt and gravel base repairs are complete prior to placing the overlay.
- (k) The City is notified of any concrete or asphalt testing required, and to arrange for stop bars, line painting, speed hump arrows, and street signing as required by the City crews.
- (l) Cleanup is done after the overlay paving is completed.
- (m) The Developer has filed and registered all legal documents such as restrictive covenants and easements.
- (n) Inspection of the remaining deficiency items is done; certify project when complete and/or request that cash-in-lieu of construction be taken for items that cannot be completed at this time.
- (o) Request acceptance of the project, and release of the remaining security back to the Developer.

**SAMPLE CONSTRUCTION ACCEPTANCE LETTER**

**Consultant's Letterhead**

Date:  
Surrey File:  
Consultant File:

TO: City of Surrey, Engineering Department  
Inspection Services Manager

**Attention: Doug Mossey, P. Eng**

**CONSTRUCTION ACCEPTANCE**

RE: Project \_\_\_\_\_

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

In accordance with the Servicing Agreement, all of the Developer's obligations required throughout the maintenance period have been completed.

A final inspection was held on \_\_\_\_\_, and any damages, defects, deficiencies or holdbacks previously identified during the maintenance period have now been satisfactorily completed by the Developer.

On behalf of the Developer I request that the City now accepts the assignment, transfer and conveyance of the Works and Services for the Servicing Agreement and that the remaining funds held by the City be returned to the Developer.

\_\_\_\_\_, P. Eng.  
(seal please)