

## **Reimbursement Requests**

### **from the Professional Engineer**

The Servicing Agreement may include cost-shareable and/or reimbursement payments for DCW (Developer Coordinated Works) which Surrey pays to the Developer after the work is completed.

These are typically paid at or after the time the Letter of Completion is issued by the City. There could be cases where interim payments are agreed to, and requested in advance of the start of the one-year maintenance period.

The Professional Engineer's duties:

- Identifies reimbursement items in the Servicing Agreement such as SDR's, sewer and/or water upsizing, or road works, etc.
- Submits a formal request to the Surrey Land Development Inspector.
- The request package must include:
  1. A certified letter from the Professional Engineer stating the works are complete, and providing a detailed breakdown of construction cost, Engineering cost, and GST;
  2. An invoice from the Developer with their GST number;
  3. Contractor invoice;
  4. A copy of the front page of the servicing agreement, and the pages with the reimbursement information.