

## Sample Letter for Pond Removal

### Consultant's Letterhead

Date:  
Surrey File:  
Consultant File:

The City of Surrey  
13450 104 Avenue  
Surrey, B.C. V3T 1V8

Attention: Doug Mossey, P.Eng.  
Inspection Services Manager

#### **RE: Silt /Detention Pond Removal**

This is to certify that the silt/detention pond on the above referenced project has been removed in accordance with City requirements.

1. Inspected and certified by Engineer-of-Record (minimum 90% of building construction required prior to decommissioning silt ponds).
2. Submit geotechnical testing.
3. Verify leads are removed, capped and any manhole grouting or benching is complete.
4. Developer to release restrictive covenant for building permits.
5. Confirm a biological consultant was consulted in efforts to avoid contravention of the Wildlife Act.
6. Provide drainage for area until building construction commences.

Yours truly,  
COMPANY NAME

SEAL

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