## Start Servicing Agreement Process Early

**Prior To Completion And Acceptance Of The Stage II NCP Servicing Report, Receipt Of 3rd Reading of Rezone Application or PLA Issuance**

*[to be signed only by the DEVELOPER or AGENT*

*and* ***submitted on private letterhead****]*

File No.

Date

**To: Engineering Department**

**Attention: Land Development Engineer**

(I/We), the undersigned, being the (developer/agent) of the property(ies) described as:

*[legal descriptions of the properties]*

request that the Engineering Department start the Engineering Servicing Agreement Process **prior** to completion and acceptance of the Stage II NCP Servicing Report, receipt of 3rd reading to any By-laws for the development application and/or issuance of the Preliminary Layout Approval(PLA).

(I/we) understand and agree to the following:

The Engineering Servicing Agreement Process cannot be started until **after** receipt of 2nd reading to any By-laws for the development application and/or application has been made for a subdivision.

(I/we) will be responsible for any additions and/or revisions to the Engineering drawings that may result from the approved Stage II NCP Servicing Report, the issuance of the PLA or granting of 3rd reading.

Final Engineering drawings will not be accepted or a Servicing Agreement issued by Surrey until completion and approval of the Stage II NCP Servicing Report, 3rd reading to a By-law has been granted or the PLA has been issued, and all Engineering requirements and issues have been resolved to the satisfaction of the General Manager of Engineering.

Nothing herein binds City Council to give final adoption to any By-laws relating to this project.

Nothing herein binds the Approving Officer to give final approval to the subdivision.

This request cannot be transferred to new developers; a new request must be submitted.

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*Name Address Signature*

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