

Sample Letter of Appointment

ON CONSULTANT'S LETTERHEAD

Date:

Surrey File:

Consultant File:

“Letter of Appointment”

City of Surrey
Land Development Division

Attention: Inspection Services Manager

Dear Sirs:

Re: Development _____
Location _____

I/We confirm that _____ (Consulting Firm) has been retained by _____ to carry out construction survey, design, construction inspection, field coordination, preparation and certification of as-constructed drawings for the above noted project. Services will be provided as required and in compliance with the “Duties and Responsibilities of The Professional Engineer – Land Development Projects” prepared by the City and attached hereto as Schedule # 1 to the “Letter of Responsibility”.

Developer's Signature or Person(s) Signing on
Behalf of Developer

We confirm that the above noted developer has retained _____
(Consulting Firm) to carry out the above services, and I, the undersigned, will be the Engineer-of-Record for this project.

I wish to designate _____ as my on-site representative during construction. He/she will be responsible for carrying out the above duties on my behalf and under my direct supervision. I understand that delegation of any authority to other individuals will not affect my responsibility and accountability to this project.

I further confirm that I will formally advise you in writing should my (contract) agreement with the above developer be terminated or amended such that I am unable to comply with the above provisions, and that I will retain a competent Professional Engineer to act on my behalf as Engineer-of-Record, should I be unavailable during the construction stage of this project.

Yours truly,

_____, P.Eng.
(Engineer-of-Record) & Seal