Commitment of Owner

This form must be submitted before the City will issue approval to commence construction.

Project name:

Project location:

Project description:

Director of Development Services Date: _____

Development Services
City of Courtenay
830 Cliffe Avenue Courtenay, BC
V9N 2J7

Dear Sir or Madam:

RE:.....
(Legal Description and Address of Subdivision or Development)

The undersigned Owner has retained..... .....as the Owner's Coordinating Professional Engineer to coordinate all associated design criteria, field reviews and record drawings of all works required for this subdivision or development. The Coordinating Professional Engineer (CPE) is defined as a Professional Engineer in good standing who is responsible for the overall coordination of Professionals of Record for the intended project.

The Owner's Coordinating Professional Engineer will coordinate through each Professional of Record (POR) (as defined by Engineers and Geoscientists BC) to ensure that only Professional Registrants, or those acting under the direct supervision of Professional Registrants are retained to carry out tests, inspect or carry out design work, detailing, or field reviews related to each area of reserved practice. The CPE will also coordinate the submissions to the City of any other professionals such as, but not limited to Qualified Environmental Professionals and Erosion and Sediment Control Professionals.

"field reviews" mean such reviews of the work:

(a) at the site of subdivision or development to which the subdivision application or building permit relates, and;

(b) where applicable, at the fabrication site where components of the required works are fabricated, that the POR considers to be necessary to ascertain that the

work substantially complies in all material respects to the design drawings and supporting documents prepared by the POR for that area of practice. This will include keeping a record of all site visits and any corrective actions taken as a result thereof.

The undersigned Owner has given a contractual mandate to the Owner's Coordinating Professional Engineer to coordinate with each Professional of Record (POR) regarding that POR's designs, reviews, testing and inspection reports, corrective actions where needed, and to receive a detailed record of all reports and comments. The CPE will submit summary progress reports to the Director of Development Services on request.

The **Owner** and the **Owner's Coordinating Professional Engineer** acknowledge their responsibility to each notify the Director of Development Services in writing thirty (30) days prior to any intended termination of the Owner's Coordinating Professional Engineer. The Owner and the Owner's Coordinating Professional Engineer understand that where the Coordinating Professional Engineer ceases to be retained at any time during construction of the works, work on the above subdivision or development shall cease until such time as

(a) a new Coordinating Professional Engineer has been retained, and;

{b) new documentation as required by the Subdivision and Development Servicing Bylaw are submitted to the Director of Development Services.

The undersigned Professional Engineer certifies that he/she is a Professional Engineer in good standing licensed to practice in the Province of British Columbia and has been retained to coordinate through each POR to ensure that the design will comply with and construction of the subdivision or development will substantially comply in all material respects with the Subdivision and Development Servicing Bylaw and will submit letters of Certification as needed, for the approval of the above subdivision or development.

If Owner is an individual:

Owner name:

Owner signature:

Date:

If Owner is a company:

Company name:

Authorized signatories:

Date:

Coordinating Professional Engineer:

Engineer name:

Engineer seal & signature:

Date:

Permit to Practice Number:

Name of firm: