

Consultant's Letterhead

Pre-Construction Meeting Request Package

Date:

NEW WESTMINSTER FILE:
CONSULTANTS FILE:

City of New Westminister
Engineering Services

Attention: **(City Project Manager)**

Re: _____ Lot (Subdivision/Multi-Family) Development at _____ - _____ Street/Avenue

DEVELOPER:

Full Name:
Address:
Phone #:

PRIME CONTRACTOR:

Full Name:
Address:
Phone #:
New Westminister License No.:
Expiry Date:

CHECKLIST ITEMS (please check):

- Letter of Appointment
- Completed Prime Contractor's Hazard Identification Form
- Prime Contractor Designation
- Prime Contractors Designation Agreement
- Signed Good Neighbor Protocol
- Certificate of Insurance
- New Westminister Business License
- WorkSafe BC Notice of Project, if applicable
- WorkSafe BC Clearance Letter
- Traffic Management Plan
- Notification of Construction to Residents with Recipients List
- Construction Schedule

Signed by:

, P.Eng