

## PRELIMINARY LETTER OF INSPECTION

### Basic Requirements for Environmental Consultant of Record

1. **Contact Information and Coordination of Monitors.** It is a requirement of the Watercourse Protection Bylaw to have contact information readily available on site for the environmental monitor(s) for developers and builders. Failure to do so can result in tickets, fines, or stop work orders. If builders hire an independent environmental monitor for their lots, they should still be working in coordination with the existing ESC plans and monitor that is working for the developer's site. <sup>1</sup>
  2. **ESC plans require Site Source Controls.** These controls are required up front before construction begins and will be implemented in a phased approach where possible to maximize retention of vegetation on site. It is cheaper and more effective to focus on site source controls rather than end of the pipe solutions for developers and builders.  
  
Site source controls and ESCP plans should demonstrate due diligence or else full requirements associated with monitoring by the QEP will be required.<sup>2</sup>
  3. **Monitoring inspections and reports** need to be submitted twice a month during rainy season of October 15 to May 15 by email to the Municipal environmental technicians unless performance targets are not being met in which case more frequent reports are required. Recommendations and mitigation required to encourage work during dry seasons, or additional site stabilization efforts and monitoring are required during rainy periods.
  4. **Communications** with Municipal environmental technicians through both phone message and email with details after infraction(s) still occurring after 24 hours. Communication is also required with site supervisors and contracts on what their responsibilities are since everyone on site is accountable and can be ticketed, fined, or charged by Federal Fisheries and Oceans for infractions related to release or contribution of deleterious substances as well as by municipal employees.
  5. **Letters of assurance** by monitors that must be submitted to the District's Environmental technicians for pre-development and post development inspection of a site. Consultants must ensure adequate design and implementation of controls on site before construction activity commences. A final inspection and letter of acceptance to ensure proper cleanup and decommissioning supervised by the Monitor at the end of the site servicing and building phases to get ESC security deposits back.
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1. **Monitors have a responsibility to remind the developer that any new builders or contractors on site need to respect the existing ESC plans and monitoring of the developer as infractions still fall under the responsibility of the developer until final letter of acceptance has been issued by the Engineering Dept. In some cases, a security bond is held by the developer to ensure all builders are going to be cooperative.**
  2. **Failure to demonstrate adequate site source controls will require daily monitoring by QEP's in accordance with the Bylaw. Failure to comply with these requirements may result in ticketing, stop work orders, use of the security deposit by the District, and potential removal of the professional consultants name from the District's list of acceptable qualified ESC monitors.**

## Preliminary Letter of Inspection and Approval For WPDP/NFDP Works

Submit this Letter To: District of Maple Ridge

Environmental Monitor of Record: \_\_\_\_\_  
(insert name and company of QEP monitor)

RE: **Inspection For Development or Building Premises located at**

\_\_\_\_\_  
(insert address)

The environmental professional of record signing this form is the designated environmental monitor of record for this site.

The QEP or their official designate has completed an inspection of the Premises on the following date of \_\_\_\_\_ (provide date of inspection)

In accordance with the Watercourse Protection Bylaw, a preliminary letter of inspection and assurance from the Qualified Environmental Professional is required to be submitted to the District's Engineering Department and to the District's Environmental Section before any clearing or disturbance takes place in accordance with the District's Watercourse Protection Bylaw.

This letter of assurance provides confirmation that the qualified environmental professional has carried out the following duties to ensure the required protection and mitigation measures are in place and operational:

### **General Site Protection and Landscape Management Standards**

- Carefully surveyed the site prior to any disturbance to ensure accurate location for protection mitigation around protected areas and significant vegetation or natural features that need to be protected including watercourses, wetlands, ponds, root protection zones for protected tree stands, bluffs, geotechnical setback areas, active floodplain areas, steep slopes > 25%, and municipal trails. Temporary snow fencing should be installed and in place to ensure features are protected.
- Appropriate site source mitigation measures are in place for Erosion control and they are operational before any disturbance or construction takes place.
- The timing of construction and disturbance does not conflict with critical bird nesting periods, and the proposed works will cease during heavy rain periods. If not, please provide justification and approvals.
- Phasing of works to ensure minimal disturbance and clearing where possible to building lots, soils and vegetation on steep slopes > 15%, especially on larger development sites.
- Ensure hazard mitigation and drainage mitigation is in place and operational before disturbance occurs. Ensure there is no conflict with neighbouring properties, other applicable legislation, municipal regulations, or building code.

**Environmental Consultant of Record**

The undersigned professional may be contacted at: \_\_\_\_\_ (insert business telephone number or best contact number).

CERTIFIED AS OF \_\_\_\_\_(date)

(Print name of environmental monitor and company)

\_\_\_\_\_  
Authorized Environmental Monitor Signature