

Engineering Department - Land Development Division

Issue Date: **May 22, 2024**

Reference No. **5250-01 (Bulletin)**

AUTHORITY: **MANAGER, DEVELOPMENT SERVICES, ENGINEERING**

ATTENTION: **LAND DEVELOPMENT CONSULTANTS**

SUBJECT: **SERVICING AGREEMENT DRAWING REVIEW PROCESS**

EFFECTIVE: **JUNE 3, 2024**

The City of Surrey is aiming to improve timelines to the Engineering Department land development process by implementing changes related to design review. These changes will allow us to continue to meet the needs of the City relative to infrastructure servicing, maintenance and operations. Effective June 3, 2024, the following changes are applicable to the Engineering Review Process:

- Project Scoping Drawing no longer required; Letter of Responsibility, Project Scoping Submission and Checklist are still required.
- On all Project Detailing Drawing (PD's) submissions, consultants to identify design variances/exceptions in the Certification section on the drawings to expedite City review.
- Maximum of four (4) PD's submissions for each development project.
 - Front-ending Utility projects (e.g. Pump stations, detention ponds, etc.) are exempted.
- Maximum duration of three (3) week review period by City staff for all PD's.



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