

Company Letterhead

Date

City of Orillia
Development Services and Engineering Department
50 Andrew Street South, Suite 300
Orillia, ON, L3V 7T5

Attention: Planner assigned to file

RE: Project Name
Project Address
City's File Number

1. Retainer

This will confirm that our firm has been retained by (OWNER) to provide consulting landscaping services for the development of (PROJECT NAME).

2. Landscaping Provisions

In submitting this letter, we confirm that we are familiar with the landscaping provisions of the City of Orillia for development and can confirm that we are experienced in providing Landscape Architecture professional services.

3. Terms of Retainer

The terms of our retainer with (OWNER) are as follows:

- a. Landscape Plans and Specifications – prepare plans and specifications for landscape design including plantings, fencing and landscape features such as walkways and amenity areas.
- b. Cost-Estimates – provide estimated costs for landscaping features to be constructed and installed as required by the landscape drawings.
- c. Approvals – obtain all necessary municipal approvals as they pertain to the landscape plans.
- d. Co-ordination – co-ordinate the design and installation of all landscape features to avoid conflicts with water, sewer, storm water, electrical and telecommunications services.
- e. On-site inspections – perform all necessary on-site inspections and general supervision during installation of landscaping features as identified in 3 (a).
- f. Certification – certify that the landscaping is healthy and that the installation of the landscaping has been constructed and installed in accordance with the landscape plans as accepted by the municipality.
- g. “As-Constructed” Drawings - Submit “as-constructed” drawings further to the approval and acceptance of the landscaping features if there are any changes from the approved landscape plans
- h. Change in Retainer – The municipality will be notified within 24 hours if, at any time during the project:
 - i. The terms of our retainer are changed by our client, or
 - ii. We become aware that we will not be able to give post-installation certification.

Yours truly,
Company Name