



FILE: 08-3310-20-019

December 5<sup>th</sup>, 2023

Kitschco Developments Inc  
#1101 – 1277 Melville Street  
Vancouver, BC V6E 0A4

c/o Wedler Engineering – Kelly Kerr, P.Eng  
#204-2790 Gladwin Road,  
Abbotsford, BC V2T 4S7

Dear Mr. Kerr:

**Re: Proposed Rezoning and Development Permit Requirements; 7330 Horne Street; R19-046 & DP20-021 - Drawing Acceptance Letter**

Please be advised that the engineered drawings submitted by Wedler Engineering., File # A19-0860, Revision 4, and dated November 15<sup>th</sup>, 2023 have been “Accepted for Construction”.

Please be advised that the validity of this Drawing Acceptance Letter is set to expire on the one-year anniversary of the issuance of this document. If additional time is needed to satisfy the 3<sup>rd</sup> reading requirements, please contact the File Manager in the Planning Department for an extension.

**Your next step; Schedule a Pre-Construction Meeting**

**Your contact; Andrew McClelland, Works Inspector, 604-820-3754**

**Prior to a pre-construction meeting, the following information must be provided to the City of Mission:**

- an engineer’s estimate or construction contract for all applicable civil works. This estimate or contract must include costs, such as BC Hydro, Telus, etc. in accordance with the Development and Subdivision Control Bylaw Schedule C, Section 1, *1.6.3 – Security Deposit*;

- a Worksafe BC letter of good standing and WCB Notice of Project (provided by the contractor);
- proof that the insurance policy held by the contractor for Public Liability and Property Damage on an occurrence basis in the amount of \$5,000,000.00 and that the City of Mission has been named as additionally insured in accordance with the Development and Subdivision Control Bylaw Schedule C, Section 1, 1.6.5 – Public Liability and Property Damage;
- proof that the contractor has a valid business license with the City of Mission; and
- pre-payment of applicable servicing fees.
- 6 signed and sealed paper prints delivered to:  
Unit A – 7337 Welton Street, Mission, BC V2V 3X1 – Attention Jason Anthony

Once the conditions above have been satisfied, a pre-construction meeting can be arranged.

Your contact will provide you with a complete list of information that must be submitted prior to the Pre-construction Meeting. Should submitted items be incomplete or require revision, authorization to commence construction will be delayed until all requirements have been met.

Please arrange to have your contractor and civil engineer attend the Pre-construction Meeting. You should consider having additional members of your project team attend the meeting if the complexity of the design warrants it.

***No works can proceed without approval being granted at the pre-construction meeting and applicable permits in place.***

Please note that the contractors must be made aware of our Construction Specifications.

Failure on the contractor's part to be familiar with these requirements may result in substantial delays to this project.

Please note that the City of Mission expects the owner's engineer and contractor to have a construction quality control program that may include concrete cylinder tests, asphalt Marshall tests, core samples, Benkelman beam testing, nuclear Densometer testing, proof rolling, sieve analysis and more. Upon request, the developer must submit proof of quality control measures to the City of Mission.

**Prior to a Certificate of Completion of the works being issued, the City of Mission requires that the following be received in accordance with the Development and Subdivision Control Bylaw Introduction 13 – Completion of Works:**

- a letter from your engineer advising that all work has been substantially completed and is ready for final inspection by our staff. By signing the letter your engineer is confirming that all works have been completed as designed.
- all applicable Record drawings and service record cards for review by the Engineering Department. We must point out that Record drawings and service record cards that do not meet the specifications, as set out in the Development and Subdivision Control Bylaw, will not be approved.
- a list of all Developer Contributed Assets including quantity, and total value.
- Geotechnical engineers report and certification with engineer's seal, signature, and date.
- all applicable video and inspection reports for storm and sanitary sewer.
- applicable electrical permits and certification of completed works; and
- BC Hydro and TELUS Certificates of Acceptance.
- Other documentation and/or testing results as required.

In accordance with the Development and Subdivision Control Bylaw Introduction 14 – Acceptance of Works, the works must be maintained by the developer for a period of one year after a Certificate of Completion has been issued. After any defects in the works which have appeared within the one-year period have been remedied, a Certificate of Acceptance of the works will then be issued.

Further inquiries regarding this letter may be directed to the undersigned at 604-820-5366 or by email at [janthony@mission.ca](mailto:janthony@mission.ca).

Sincerely,



**Jason Anthony, ASCT**

Engineering Technologist II – Development

Cc. Jay Hazzard – File Manager  
Andrew McClelland – Works Inspector  
Carley Nevalainen – Works Inspector  
Jay Jackman – Manager of Development Engineering, Projects & Design