

# **SAMPLE CONSULTANT'S LETTER OF RETENTION**

## **(To Be Placed on Consultant's Letterhead)**

Date: **(Date)**

Nassau County Department of Health  
Bureau of Environmental Engineering  
200 County Seat Drive  
Mineola, NY 11501

Re: **(Name of Project and its Location)**

To Whom It May Concern:

This is to certify that I, **(Name of NYS Licensed Professional Engineer)**, of **(Name of Firm and mailing address), (telephone number)**, have been retained by **(Name of owner, or corporation officer and title)** of **(Name and mailing address of firm)** to prepare plans and specifications; submit the necessary papers; represent the owner in matters of New York State Department(s) of Environmental Conservation and/or Health permits and/or local permits; inspect the excavation, construction and backfilling operation for the private sewage disposal facilities **(include portion regarding on-site sewage disposal as appropriate)**; and inspect the construction of drainage facilities on individual lots, and in non-dedicated streets, parking lots, etc., **(include portion regarding drainage only for realty subdivisions, as appropriate)**.

It is my understanding that any changes whatsoever from the approved plans and/or specifications and amendments thereto for said private sewage disposal facilities and drainage facilities must first be approved in writing by the Nassau County Department of Health before said changes are effected on the site. **(Include statements regarding on-site sewage disposal and drainage, as required)**.

Within 30 days of completion of construction, I will submit to the Nassau County Department of Health, certification of full construction compliance to the plans and specifications and amendments thereto, as approved by the Nassau County Department of Health.

Respectfully submitted,

**(Signature and Seal of P.E.)**