***[Insert Company Letterhead/Logo]***

***[Date]***

Development Engineering Department

City of Vaughan

2141 Major Mackenzie Drive

Vaughan, ON L6A 1T1

**Re: Authorization for Temporary Storage of Excess Soil at [Receiving Site Address]**

I, ***[Receiving Site Owner's Name]***, as the ***[Owner/Owner’s Representative]*** of ***[Receiving Site Address]*** (the Receiving Site), hereby authorize ***[Source Site Owner – Company Name]*** to transport and deposit excess soil from the Source Site at ***[Source Site Address]*** to my property as a temporary soil storage site as described above.

I have reviewed the documentation supplied by the Source Site Owner, their Project Leader and/or their Qualified Person and accept the excess soil on a temporary basis under the conditions outlined within, starting on ***[Proposed Start Date]*** (the Proposed Start Date). As a temporary soil storage site, the excess soil must be removed from the Receiving Site and finally placed at a reuse site no later than two years after the Proposed Start Date; therefore, all excess soil will be removed from the Receiving Site by ***[Final Removal Date, at most two years after Proposed Start Date]***, unless otherwise authorized an extension by the Director as defined under the *Environmental Protection Act, R.S.O. 1990*.

Sincerely,

***[Receiving Site Owner’s Signature]***

***[Receiving Site Owner’s Printed Name]***

***[Receiving Site Owner’s Title/Position]***