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

***[Date]***

Development Engineering Department

City of Vaughan

2141 Major Mackenzie Drive

Vaughan, ON L6A 1T1

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

I, ***[Receiving Site Owner's Name]***, as the ***[Owner/Owner’s Representative]*** of ***[Receiving Site Address]***, 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 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 under the conditions outlined within, starting on ***[Proposed Start Date]***.

Sincerely,

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

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

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