

AT RISK LETTER EXAMPLE

(DEVELOPER LETTERHEAD)

Date_____

Benjie Cho, P.E., QSD/P, ToR.
Transportation Department
County of Riverside
4080 Lemon Street 8th Floor
Riverside, CA 92501

RE: Request for At-Risk submittal prior to having (a complete package, approved conditions, or other reason)
Project No. _____ IP No. _____
Location _____

Dear Mr. Cho:

We are the developer(s)/owner(s) of the above project and we met with _____ from your section and discussed submitting improvement plans prior to having _____ (list deficiency). As allowed by the meeting we are submitting the improvement package except for _____.

We acknowledge that submitting the improvement plans at this time may cause additional plan checks and incur additional costs for plan checking due to the missing or incomplete data. We commit to continue the plan check process to final approval and signature. We accept the consequences for this work that is requested to be performed "at-risk" including, but not limited to accept additional plan checks and costs that may occur.

We also understand that project plan approval will be withheld until the deficiency is satisfied.

Sincerely,

Owner/Developer's Name (Printed)

Signature

Date

cc: Developer
File

Notarization is required.