

SAMPLE OWNER'S LETTER OF RETENTION

(To Be Placed on Owner'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 owner, or corporation officer and title)**, of **(Name of corporation and address)**, **(telephone number)**, have retained the services of **(Name of NYS Licensed Professional Engineer)** 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)**.

I will not permit any wastewater or drainage to be discharged to said facilities until such time as all applicable permits have been issued and a certification of full construction compliance has been submitted by **(name of Professional Engineer or Land Surveyor)** and found acceptable by the Nassau County Department of Health.

Respectfully submitted,

(Signature)

(Printed Name and Title)