



May 15, 2023

The Honorable Michael J. Vanni
Mayor
City of Willowick
30435 Lakeshore Boulevard
Willowick, Ohio 44095

**RE: Proposal for Professional Land Surveying Services
Lot Split of PPN 28-A-040-0-00-001-0
Lakeland Boulevard
City of Willowick, Lake County, Ohio**

The Honorable Michael J. Vanni:

CT Consultants, Inc. (CT) is pleased to submit this proposal to the City of Willowick (Client) to provide Professional Land Surveying Services for a site located in the City of Willowick, Lake County, Ohio (Property). CT understands that the Property encompasses approximately 8.68 acres of land and developed with a commercial building, detention pond, and aggregate material. The Property encompasses a single tax parcel known as Permanent Parcel Number 28-A-040-0-00-001-0, currently owned by the City of Willowick.

The proposed scope of work and associated fees for the above described work are discussed in the following sections:

Scope of Work

Boundary Survey, Lot Split and Legal Description

CT will gather the public record information and field data necessary to retrace the record and/or platted property lines, property corners, and Rights of Way. Utilizing the record information obtained and the field data gathered, CT will prepare a Lot Split that will create two new Parcels from original Parcel Number 28-A-040-0-00-001-0, and as shown on **Exhibit A**, attached hereunto. All being in general accordance with, the City of Willowick, Lake County's Conveyance Standards and the State of Ohio Minimum Standards as described in the Ohio Administrative Code Chapter 4733. CT will set the required corner monumentation representing the newly created parcels. Corner monumentation, will be 5/8-inch steel rebar, 30 inches in length with a plastic identification cap. If the actual corner cannot be set, CT will set a reference monument. CT will clearly mark corner monumentation with a wood stake and flagging. Encroachments, if any, will be readily identified. The Lot Split Plat will have an associated descriptions that will be suitable for recording with the Lake County Recorder's Office and will include signature lines for acceptances and approvals as required. The Lot Split Plat will be signed and sealed by a Registered Professional Surveyor in the State of Ohio.

CT will not obtain a title report for the parcel mentioned above. CT will show encumbrances of record and the existing easements or limitations if there is an existing title report readily available. CT will not independently attempt to gather existing easement documentation or encumbrances.

May 15, 2023

Assumptions, Exceptions, and Limitations

CT will require uninhibited access to the outside of the Area during the performance of the above Scope of Work.

CT will not be attending meetings in representation of the Client under this proposal. CT can assist with meeting preparation and attendance under a separate scope of work and associated fees.

All agency submittal fees are the responsibility of and to be paid by the Client and will be invoiced at cost.

This proposal and associated fees do not include the notifications of adjoining property owners or entities that may be required or desired.

This proposal does not include any services beyond the tasks described above. CT can provide the additional services, under a separate proposal and associated fees.

In performing this work, we will have relied on the information presented in documentation prepared by others and have accepted this information as accurate and complete unless we discover otherwise during the course of our review. We will not attempt to independently verify the information obtained. CT has not been retained to provide additional warranty or guaranty to the documentation prepared by others, in part or in whole, for our review.

The deliverable documents will be performed under the direct supervision and signed and sealed by a Registered Professional Surveyor in the State of Ohio.

The timing of the approval process is solely dependent upon local and county agency responsiveness. CT is not responsible for any expenses due to delays associated with the government agencies review process.

Public meetings are not included in this proposal, CT can attend these meetings under a separate scope of work and associated fees.

Additional Services Available

The following are services not included in this proposal that can be performed upon request and under a separate proposal / scope of work, associated fees and signed authorization.

Topographic / Existing Conditions Survey,	Utility Surveys,
Aerial Mapping,	Orthophotos,
Easement / Lease Document Packages,	FEMA Studies (Elevation Cert, LOMA, LOMR),
Utility Surveys,	Zoning / Re-Zoning Assistance,
Wetland Determinations / Delineations,	Endangered Species Assessments,
Phase I Environmental Site Assessment (ESA),	Zoning Studies / Reports,
Submittal, Review, and Permit Fees,	Regular Agency Meeting(s), (except as listed),

Deliverables

CT will submit the Final Lot Split Plat and associated Legal Descriptions in a suitable format required by Lake County. Additional hard copies will be provided as requested, up to a total of two (2).

Timing

CT will commence work upon receipt of the signed proposal. CT will complete the Boundary Survey, Lot Split and associated Legal Descriptions within 20 to 25 business days from the date written authorization to proceed is received, unless otherwise agreed upon or stated in this proposal.

May 15, 2023

While CT will notify the Client, we reserve the right to extend the due date in circumstances where information required from other resources or access to the Property cannot be obtained in a timely manner.

Fees

CT is prepared to undertake this project for the fees described below. The fees are presented on a Time and Material (T&M) basis. Our proposal is valid for 30 days. The following describes our costs for the project.

Boundary Survey, Lot Split and Legal Descriptions \$ 8,200 T&M (initial if desired)_____


An invoice for each task will be provided at the time of completion of the work outlined in this proposal or monthly whichever comes first, and then proceed regularly as the project progresses. Payment terms are net 30 days. After 30 days, a compounded monthly 1.5% interest charge will be assessed on past due balances. CT reserves the right to recover attorneys and other reasonable fees associated with the collection of past due balances.

Closing

CT appreciates this opportunity to provide Professional Land Surveying Services to you. If acceptable, please indicate your approval of this contract by signing in the space provided and returning to us by fax or mail.

Thank you in advance for your consideration of this proposal.

Sincerely,
CT Consultants, Inc.


Thomas M. Meeks, PS
NE Ohio Survey Lead

Reviewed by: John H. Crawford, PS, EP
Land Services Division Leader

Attachments: Exhibit A

AUTHORIZATION

Agreed to this ___ day of _____, 2023

Agent For: _____

Signature: _____

Name: _____

Title: _____

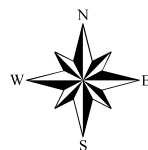
Upon authorization of this proposal, at a minimum, please provide the following information/documents to CT.

- Site Contact Person and Information, if applicable.

EXHIBIT A



0 25 50 100 150 Feet



Proposed Lot Split 1 - Lakeland Blvd