Date

Recipient Name and Position Title (Area Engineer)

The City of Calgary, Development Approvals, Mail Code: 409  
Box 2100, Station “M”  
Calgary, AB T2P 2M5

Dear Ms. Recipient:

**Re: Pond Report Revision**

**Outline Plan # \_\_\_- \_\_\_ or DP # \_\_\_- \_\_\_**

**Prepared for: Name of Client (Developer/Landowner)**

1. Summarize changes and impacts.
2. Resubmit all relevant tables and figures without handwritten edits.
3. Tabulate relevant changes. For example:

| Parameter | Unit | Value | | |
| --- | --- | --- | --- | --- |
| Old | New | Change |
| Bottom Elevation | m |  |  |  |
| Normal Water Level (NWL) | m |  |  |  |
| High Water Level (HWL) | m |  |  |  |
| Invert Elevation of control structure | m |  |  |  |
| Pond Depth below NWL | m |  |  |  |
| Active Pond Depth (NWL to HWL) | m |  |  |  |
| Area at NWL | ha |  |  |  |
| Area at HWL | ha |  |  |  |
| Discharge at HWL | m3/s |  |  |  |
| Emergency overflow design rate | m3/s |  |  |  |
| Emergency overflow design rate Elevation | m |  |  |  |
| Freeboard Elevation | m |  |  |  |
| Storage Volume at NWL | m3 |  |  |  |
| Storage Volume at HWL | m3 |  |  |  |
| Live Storage Volume at HWL | m3 |  |  |  |
| 1:100 Live Storage Volume | m3 |  |  |  |
| 1:100 Water Level | m |  |  |  |
| 1:100 Discharge | m3/s |  |  |  |

Closing,

Consultant Name

Consultant E-mail

Consultant Address

Consultant File Number

AA/aa/aa

Attachments (#)