

Construction Site Preparation Checklist

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name]

Subject: Construction Site Preparation Checklist for Approval

Checklist Items:

- Site Survey Completed
- Permits and Approvals Obtained
- Utilities Marked and Verified
- Environmental Impact Assessment Conducted
- Site Boundaries Clearly Marked
- Clearing and Grubbing Completed
- Access Road Established
- Safety Measures Implemented
- Emergency Contact List Prepared
- Site Office Set Up

Comments:

[Add any additional comments or relevant information]

Approval:

Please review the checklist and provide your approval by signing below.

[Stakeholder Name and Title]

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]