

## Memorandum

To: PM/Department Director

From: Gina Moore 

Date: October 14, 2024

Re: Approval Authority – DOWL Civil TA#1a – Civil Plan Review

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Approval of the attached agreement must be in accordance with your department's procedures. The signature authority for this document is the same as any other consultant service or professional services agreement.

Please refer to Snohomish County Code and the Executive Order, pertaining to the Delegation of Signature Authority for your department, to determine appropriate approval authority.

If this document requires Executive or Council approval, please return to Contract Admin once that approval has been obtained, including the approving Motion if to Council.

If this document is able to be signed by your Department Director per Snohomish County Code, Executive Order, or Motion, obtain the Director's signature and upon completion of approval in Legistar, return to Contract Admin.

DO NOT SEND OUT A NOTICE TO PROCEED. Instead, we will send out the NTP once we have completed some additional procedures.

*Please return the signed document to Gina Moore by email at [gina.moore@snoco.org](mailto:gina.moore@snoco.org).*

If you have any questions, please feel free to contact me directly at ext. 0559.

Thank you!