

Note: Please submit on company letterhead. Must be signed by the licensed Engineer who designed the civil construction plans.

(Date)

Development Services Manager
City of Round Rock
301 W. Bagdad, Suite 140
Round Rock, TX 78664

**RE: Engineer's Concurrence for (Project)
(Permit No. – for example "SDP1800-0000")**

Dear Engineering Manager:

This letter is to inform you that I performed a final site inspection of the project (*project name*) on (*date*). Please accept this letter as my certification that the civil portion of this project is complete and has been built to my plans and specifications. All punchlist items generated from the final walk-through have been completed, I have submitted As-Built drawings to the Development Services Office, and I certify that the improvements described in that document comply with all City requirements, including the Subdivision Ordinance and stormwater drainage policy adopted by the City of Round Rock, Texas.

Sincerely,

(Engineer)