

Letter of Transmittal to:

City of Round Rock • Development Services • 301 W. Bagdad Ave. • Suite 210

ATTENTION: _____ Date: _____

Project Name: _____ Permit #: _____

Project Address/Location: _____

Project Contact/Manager: _____ Company Name: _____

Contact E-mail Address: _____ Phone No.: _____

Delivered By: _____

WE ARE SENDING YOU...

PLANS UNDER REVIEW Development Permit Submittal #: _____

Table with 3 columns: PRELIMINARY, SITE/SMALL SITE, SUBDIVISION IMPROVEMENTS. Rows include items like '5 sets of plans', 'Digital copy of revised plans in PDF format', 'Application', etc.

OTHER: _____

PRE-CONSTRUCTION MEETING PACKAGE

SITE

SUBDIVISION

- 4 Complete sets of approved plans
Trench safety plan
Pre-con request form
Storm Water Pollution Prevention Plan (SWPPP) - Sites Greater than 1 acre
Engineer approved submittals
Traffic control plans
Notice of Intent (NOI) - Sites Greater than 5 acres
Digital copy of files in PDF

REVISIONS

SITE

SUBDIVISION

- 4 Sets of affected sheets for revision #
Original Mylar coversheet
Fee

CLOSEOUT DOCUMENTS

SUBD SITE

- 1 complete set of 'As Builts'
Benchmark (Survey Control Point Form)
Development Cost Letter
Easement Package
Engineer's Concurrence Letter
Landscape Architect's Concurrence Letter
Inspection Fee Check and Fee Payment Form
Owner's Acceptance Request Letter
Maintenance Bond
TCO Application & Fee
TCO Extension Application & Fee
Other

PLATTING DOCUMENTS

- Easement Dedication Package
Letter of Credit
Performance Bond
Fees
Other

TEMPORARY C.O.

- Application
Fee
Performance Bond
Other