

Letter of Transmittal to:

City of Round Rock • Development Services • 301 W. Bagdad Ave. • Suite 140

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 #: _____

<u>PRELIMINARY</u>	<u>SITE/SMALL SITE</u>	<u>SUBDIVISION IMPROVEMENTS</u>
<input type="checkbox"/> 4 sets of plans	<input type="checkbox"/> 4 Revised sets of plans	<input type="checkbox"/> 4 Sets of Plans
<input type="checkbox"/> Digital copy of revised plans in PDF format	<input type="checkbox"/> Digital copy of revised plans in PDF format	<input type="checkbox"/> Digital copy of revised plans in PDF format
<input type="checkbox"/> Application	<input type="checkbox"/> Comment response letter	<input type="checkbox"/> Comment response letter
	<input type="checkbox"/> Original plan redlines	<input type="checkbox"/> Original Plan Redlines
	<input type="checkbox"/> Application & Fee	<input type="checkbox"/> 2 copies Geotechnical Report
	<input type="checkbox"/> TIA approval/waiver	<input type="checkbox"/> 2 copies approved Floodplain Study
		<input type="checkbox"/> TIA Approval/Waiver

OTHER: _____

PRE-CONSTRUCTION MEETING PACKAGE

SITE

SUBDIVISION

- 5 Complete sets of approved plans
- 2 Trench safety plans
- 1 Pre-con request form
- Storm Water Pollution Prevention Plan (SWPPP) – Sites Greater than 1 acre
- 2 Sets of engineer approved submittals
- 2 Traffic control plans
- Notice of Intent (NOI) – Sites Greater than 5 acres

REVISIONS

SITE

SUBDIVISION

- 5 Sets of affected sheets for revision # _____
- Original Mylar coversheet

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 _____