

Developer to City Letter

*Note: Please submit on company letterhead with original signature including title.*

(Date)

Development Services Manager  
City of Round Rock  
301 W. Bagdad, Suite 210  
Round Rock, TX 78664

**RE: (Project Name)**  
**(Permit No. – for example SIP25-00001)**

Dear Development Services Manager:

This letter is to inform you that all work associated with the above referenced project is complete. To the best of my knowledge and belief, the contractor(s) has complied with all regulations outlined in Part III of the City of Round Rock Code of Ordinances and, as such, I am requesting final acceptance for ownership and maintenance of the completed public improvements by the City of Round Rock.

Sincerely,

(Developer)