

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 #: \_\_\_\_\_

Table with 3 columns: PRELIMINARY, SITE/SMALL SITE, SUBDIVISION IMPROVEMENTS. Rows include items like '4 sets of plans', 'Digital copy of revised plans in PDF format', 'Application', etc.

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 Built"
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