



Development Services – Engineering Department  
**PRE-CONSTRUCTION MEETING REQUEST**

**Project Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**City Project #:** \_\_\_\_\_ **Submittal #:** \_\_\_\_\_



Mr. \_\_\_\_\_:

I am requesting a Pre-Construction Meeting for the above noted development be scheduled at your earliest convenience. Included with this meeting request is the following documentation:

- a. Receipt of Payment in the amount of \$\_\_\_\_\_ for Construction Inspection Fees.
- b. One (1) set of Construction Contract and Specifications, Including the Contractor's Certificate of Liability Insurance.
- c. Two (2) full size and two (2) half size sets of approved construction plans for the project.
- d. One (1) electronic file of construction plans (pdf & dwg) and the Overall Utility Layout (pdf & dwg) if part of a Master Plan.
- e. One (1) paper copy and one (1) electronic file of all required TCEQ documents (N.O.I., Small Construction Site Notice, etc.).
- f. One (1) paper copy and one (1) electronic file of all approved permits (TxDOT, USCOE, etc.).

Sincerely,

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Printed Name)

\_\_\_\_\_

(Title)