

PROJECT NAME: _____

SITE INSPECTION REQUEST FORM

Initial site inspections are held on Thursday mornings on site. Please provide 72 hours notice to schedule the inspection. This form may be uploaded to the Development Hub.

PROJECT NAME: _____ PERMIT NO: _____

Agent Name: _____ Agent Phone No: _____

Agent Email: _____ Delivered By: _____

INSTRUCTIONS

Submit the following items through the Development Hub. Once all items are received, the site inspection will be scheduled:

- 1. Completed Site Inspection Request Form
- 2. Engineer Concurrence Letter
- 3. Landscape Concurrence Letter
- 4. 1 set of record drawings – record drawings shall include a stamp that says “Record Drawings” and incorporate all changes that were made since the approval of the original plans. Changes need to be marked
- 5. A scan of the record drawings in a combined PDF and a combined TIF formats scanned at 300 dpi
- 6. RAS Review Letter – only required for public sidewalks
- 7. Soil Receipt with 25% compost or Soil Lab Analysis with 5% organic matter
- 8. Completion of any required public improvements
- 9. Transmittal Form

CONTACT INFORMATION

Project Agent: (Main contact person, designated as agent by the owner on the application)

Name: _____ Company Name: _____

E-mail: _____ Phone: _____

General Contractor:

Name: _____ Company Name: _____

E-mail: _____ Phone: _____

Property Owner:

Name: _____ Company Name: _____

E-mail: _____ Phone: _____

