

TRANSMITTAL FORM

ATTENTION: _____ DATE: _____
DEPARTMENT: _____

PROJECT NAME: _____ PERMIT NO: _____

Agent Name: _____ (Received Stamp)

Agent Phone No: _____

Agent Email: _____

Delivered By: _____

Received By: _____

REVIEW PROCEDURE TYPE: Alternative Standard

The following items are only accepted Tuesdays during business hours on days marked in the approved schedule. All other applications shall be submitted through the Development Hub: www.leandertx.gov/hubgo

Examples include TIAs, Legal Lot Determinations, Continuation of Land Use Requests, and Setback Encroachments. Paper copies of final plans for signatures or submittals may be delivered at any time.

Please check which request is being submitted below:

<input type="checkbox"/> Resubmittal	<input type="checkbox"/> Revision Submittal	<input type="checkbox"/> Close-Out Documents (PICP)	<input type="checkbox"/> Close-Out Documents (SD)
1. Required Items Per Comment Letter 2. Comment Response Letter 3. Digital Copy of Submittal	1. Application 2. Required Materials – Plans & Letter of Explanation 3. Digital Copy of Submittal	1. 2 sets of Record Drawings 2. Other items are to be uploaded to the Development Hub: <ul style="list-style-type: none"> a. Engineer & Landscape Concurrence Letter b. Settle-Up Check c. Maintenance Bond d. Affidavit of all Bills Paid e. RAS Letter f. Final Cost Sheet 	1. 1 set of Record Drawings 2. Other items are to be uploaded to the Development Hub: <ul style="list-style-type: none"> a. Engineer & Landscape Concurrence Letter b. Soil Certificates c. RAS Letter

The following items may be submitted on any day. Please check which request is being submitted below:

<input type="checkbox"/> Final Items for Signatures	<input type="checkbox"/> Pre-Con Request	<input type="checkbox"/> Final Plat Final Submittal
1. One Final Submittal (Plan Set, Easement, License Agreement, etc.) signed by: Owner, engineer, surveyor, landscape architect, etc.	1. Pre-Con Request Form 2. Plan Sets 3. SWPPP 4. Easements	1. Signed Mylar with original signatures in black ink 2. Any Required Fees
<input type="checkbox"/> Final Mylar for Addressing	<input type="checkbox"/> Payment	
1. Recorded Mylar 2. Digital Copy of Recorded Mylar	1. Invoice 2. Check	