



PROJECT NAME: _____

PRE-CONSTRUCTION MEETING REQUEST FORM

All Pre-Construction meetings are held on Wednesday afternoons at 201 N Brushy Street in the San Gabriel Room.

All subcontractors performing major parts of a project must be in attendance.

PROJECT NAME: _____ PERMIT NO: _____

Agent Name: _____ Agent Phone No: _____

Agent Email: _____ Delivered By: _____

INSTRUCTIONS

Submit the following items. **Erosion controls are required to be installed and the erosion control inspection is required to be completed prior to schedule the pre-construction meeting.** Once all items are received and the inspection is completed, the pre-construction meeting will be scheduled.

ITEMS TO BE UPLOADED TO THE DEVELOPMENT HUB

- ___ 1. Completed Pre-Construction Meeting Request Form
- ___ 2. Scan of the plans in PDF (combined scan)
- ___ 3. Scan of all approved engineering documents (drainage reports, lift station reports, water models, including all digital models such as HEC HMS or HEC RAS, etc.)
- ___ 4. SWPPP submitted to Patrick Wells, Stormwater Program Coordinator (pwells@leandertx.gov) and approval.

ITEMS TO BE DELIVERED TO DEVELOPMENT SERVICES

- ___ 1. Two bound copies of the approved plan set
- ___ 2. Transmittal Form

PLEASE SELECT ONE OF THE FOLLOWING:

- Schedule pre-construction meeting upon receipt
- Delay pre-construction meeting

HELPFUL LINKS



- Development Services – www.leandertx.gov/ds. Includes links to the following:
 - Development Process – Applications, Submittal Schedule
 - Planning Department: Zoning, Subdivision, Site Development, Current Developments
 - Building Permits & Inspections: Building Permits, Impact Fees
 - Engineering Department
 - Maps & Guides – Comprehensive Plan, Transportation Plan, Development Guide, Transportation Criteria Manual, Drainage Criteria Manual
- Fire: www.leandertx.gov/fire
- Parks: www.leandertx.gov/parksrec
- Development Hub – Application Portal: www.leandertx.gov/hubgo

CITY CONTACT INFORMATION

Please contact the Development Services Department by emailing planning@leandertx.gov with any questions regarding this form.

PROJECT CONTACT INFORMATION

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

Name: _____

Company Name: _____

E-mail: _____

Phone: _____

Engineer: (If different from the Project Agent)

Name: _____

Company Name: _____

E-mail: _____

Phone: _____

General Contractor:

Name: _____

Company Name: _____

E-mail: _____

Phone: _____

Property Owner:

Name: _____

Company Name: _____

E-mail: _____

Phone: _____

I, project agent, request a pre-construction meeting for the purpose of receiving the final permit to allow for the start of construction and have provided the required items.

Name (print)

Signature

Date