

TRANSMITTAL FORM

ATTENTION: _____
DEPARTMENT: _____

DATE: _____

PROJECT NAME: _____

PERMIT NO: _____

Agent Name: _____

(Received Stamp)

Agent Phone No: _____

Agent Email: _____

Delivered By: _____

Received By: _____

REVIEW PROCEDURE TYPE: ☐ Alternative ☐ Standard

Please submit all review files through the Development Hub: www.leandertx.gov/hubgo. Please check which items are being submitted below:

☐ Close-Out Documents (PICP) 1. 1 set of Record Drawings 2. Other items are to be uploaded to the Development Hub: a. Engineer & Landscape Concurrence Letter b. Settle-Up Check c. Maintenance Bond d. Affidavit of all Bills Paid e. RAS Letter 3. Final Cost Sheet	☐ Close-Out Documents (SD) 1. 1 set of Record Drawings 2. Other items are to be uploaded to the Development Hub: a. Engineer & Landscape Concurrence Letter b. Soil Certificates 3. RAS Letter
☐ Final Items for Signatures 1. One Final Submittal (Plan Set, Easement, License Agreement, etc.) signed by: Owner, engineer, surveyor, landscape architect, etc.	☐ Final Plat Final Submittal 1. Signed Mylar with original signatures in black ink 2. Any Required Fees
☐ Payment 1. Invoice 2. Check	☐ Other 1. _____ 2. _____