



# DEVELOPMENT SERVICES DEPARTMENT

## Transmittal Form

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All information on this form must be **complete and approved** by a Development Services staff member prior to dropping off your plans and documents.

**DATE:**

**RECORD/PERMIT NUMBER:**

**TYPE OF SUBMITTAL:**  Submittal  Resubmittal  Plan Change  Deferred Submittal  Other

**MAIN CONTACT FOR PLANS:**

Name	
Phone #	
E-mail Address	

**SCOPE OF WORK-Itemized list for Discretionary Application, plan changes/deferrals:** (Skip this step for resubmittals)

**WHAT WILL BE SUBMITTED:** Include the type of document, number of copies, and correction responses. Be as detailed as possible.

\*\*For resubmittals, you must have a set of plans for each department that provided corrections. If only one department provided corrections, then a minimum of 2 sets will be required.

**CITY STAFF APPROVAL:** \_\_\_\_\_ **(REQUIRED)**

**The City is not responsible for lost or stolen plans**