



Office use only:
Received by: _____
Date: _____

TRANSMITTAL LETTER / EXPLANATION OF REVISIONS

Date: ____/____/____

DIVISION: (check one): Engineering planning / Zoning Construction

PROPERTY INFORMATION:

Property address: _____ Block: _____ Lot: _____

Home owner name: _____

Permit # (if applicable): _____ Construction/Zoning #: _____ Engineering #: _____

REVISIONS:

Enclosed are signed and sealed sets of revised documentation based on the City's comments. The attached contain the following revisions:

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)

(Use the reverse side to list additional revisions)

CONTACT INFORMATION:

Company / Home Owner Name: _____

Contact Name: _____

Address: _____

City, State Zip Code: _____

Phone number: _____

Email address: _____