

CITY OF MANVEL

http://www.cityofmanvel.com



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Manvel, Texas 77578

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PRE-CONSTRUCTION MEETING REQUEST FORM

Pre-Construction Meetings are held on Tuesday mornings and are scheduled on availability. Due to the COVID restrictions these meetings are currently being held through Microsoft Teams. The process is to call in via the telephone. The length of the meeting will be no more than 45 minutes as there are usually more than one meeting scheduled. Once the meeting is scheduled the call-in information will be sent out.

Name of Project: _____

Name of Developer: _____

Name of Contractor: _____

Contact Name of Person scheduling the meeting: _____

Email and Phone Number of Contact: _____

Contract Bid Amount: _____

Requested Date and Time for the meeting: _____
(We will do our best to accommodate this date and time)

Has the plat been recorded for this project? _____

Items necessary to schedule the meeting are as follows.

- o 4 Half sets of the signed construction plans
- o Bid Tab for the contract
- o PDF of the signed construction plans

These items are due no later than noon the Wednesday before the requested meeting date. **NO EXCEPTIONS**

For questions regarding this meeting request please call Elaine Graham at 832-336-4085.

Form can be emailed to permits@cityofmanvel.com to my attention but the meeting will not be scheduled until the necessary items are received.