



# Request for Pre-Construction Meeting

<b>Project Name</b>	<b>DRC Approval Date</b>
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This list below shall be submitted to the Engineering Services Department prior to the scheduling of a pre-construction meeting. Once the following items have been accepted, a pre-construction meeting will be scheduled.

Two complete sets of construction plans, including water and sewer and any revisions clouded and/or notated, shall be included with this submittal (1-full size, 1-11x17).

Included	Not Included	N/A	List	Explain NOT Included
_____	_____	_____	PUD Conditions/Developers Agreement	_____
_____	_____	_____	Engineers Certification (Exhibit 2)	_____
_____	_____	_____	Schedule	_____
_____	_____	_____	Maintenance of Traffic Plan	_____
_____	_____	_____	Approved Shop Drawings/Mix Designs	_____
_____	_____	_____	Sleeving Plan	_____
_____	_____	_____	Geotechnical Report	_____
_____	_____	_____	FDOT Permits	_____
_____	_____	_____	SJRWMD Permits	_____
_____	_____	_____	FDEP Permits	_____
_____	_____	_____	Army Corps of Engineers Permits	_____
_____	_____	_____	Bonds	_____
_____	_____	_____	Payment for Inspection Fees	_____
_____	_____	_____	Site Building Permit (Codes Issues)	_____
_____	_____	_____	Environmental Report	_____
_____	_____	_____	Tree Preservation Report/Plan	_____
_____	_____	_____	Other, Please list	_____

It is the responsibility of the applicant to invite the necessary entity involved with the project to the pre-construction meeting. The Contractor, the Engineer of Record, the Developer, Utilities (cable, telephone, internet, gas, FP&L, JEA, etc.) , Paving Firm, and the Testing Firm of your choice MUST attend. Proof of notification to all necessary parties and their response (attend or decline to attend) must be submitted. Nassau County Engineering Services Department WILL reschedule the pre-con meeting if any of the above mentioned is not in attendance.

Applicant's Contact Information			
<b>Contact Name:</b>	<b>Title:</b>		
<b>Address:</b>	<b>City:</b>	<b>ST:</b>	<b>Zip:</b>
<b>Phone :</b>	<b>Email:</b>		

Applicant Certification		
I hereby certify that I have read and examined this application and know that the same to be true and correct.		
_____	_____	_____
Print Name	Signature	Date

Office Use Only			
<b>Received By:</b>	<b>CI Review Completed:</b>	<b>Responisble Party Notified:</b>	<b>Pre-Con Time &amp; Date:</b>