

Caldwell County Resubmittal Form

Application Type

☐ Replat ☐ Short Form Final Plat ☐ Preliminary Plat
or
Final Plat ☐ Subdivision
Construction Plans ☐ Development
Agreement ☐ Commerical
Development ☐ Floodplain

Project Information

Project Name: _____ Intake Meeting Date: _____

Project Number: _____ Resubmittal Date: _____

Resubmittal Check List

Please list all resubmitted documents below

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Resubmittal Instructions

***FAILURE TO FOLLOW THESE INSTRUCTIONS MAY RESULT IN YOUR RESPONSE NOT BEING PROCESSED AND YOUR APPLICATION BEING DENIED.**

- 1 In the subject line of the email providing comments is an application number. This number must be included in the subject line of all correspondence related to this permit application.
- 2 All responses to comments must be sent to doucetcaldwellcountypermits@kleinfelder.com. If email attachments exceed 20MB (total), use a file share service such as Dropbox or OneDrive to provide your response.
- 3 If you need guidance in how to respond to comments, email doucetcaldwellcountypermits@kleinfelder.com describing the question and arrangements will be made to provide clarification.
- 4 Responses to comments shall include:
 - a. Transmittal Letter listing all of the items included with the updated submittal.
 - b. Documentation as to how comments were addressed (this can be in letter form describing each comment and what change was made OR can be provided by adding responses within redlined plan sets)
 - c. If any other changes were made other than those directly responding to comments, those shall be listed in a letter.
 - d. Responses to comments shall provide all of the items listed below. incomplete responses will not be accepted.

*[List anything specific to the project – i.e. the need to submit a Geotech report or the tax certificate is missing, etc]

You will be sent a confirmation email within 3 business days confirming receipt. Allow 30 days for staff to review the resubmitted documents.