



# City of Tomball Re-Submittal Form

PROJECT NAME: \_\_\_\_\_

PROJECT NUMBER: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

NAME OF CONTACT: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

### REASON FOR RE-SUBMITTAL

- RE-SUBMITTAL WITH CORRECTIONS
- REVISIONS TO APPROVED PLANS
- OTHER (PLEASE EXPLAIN)

\_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION:

\_\_\_\_\_  
\_\_\_\_\_

Submit a complete set of **Plans** in (one) PDF form to our digital plan submittal portal listed below.

**DIGITAL PLAN SUBMITTALS:**

PLEASE SUBMIT YOUR APPLICATIONS AND PLANS DIGITALLY IN A SINGLE PDF BY FOLLOWING THE WEBSITE BELOW: **WEBSITE:** [tomballtx.gov/securesend](http://tomballtx.gov/securesend)  
**USERNAME:** tomballcdd  
**PASSWORD:** Tomball1

**If you have any questions or require further information regarding your plan submittal, please contact:**

*Kimberly Chandler – Community Development Coordinator*  
281-290-1405  
[kchandler@tomballtx.gov](mailto:kchandler@tomballtx.gov)



# City of Tomball

## Comment Response Letter

<b>Date:</b>	
<b>Subject:</b>	Responses to Plan Submittal #
<b>Project #:</b>	
<b>Project Name:</b>	
<b>Project Address:</b>	
<b>Name of Contact:</b>	
<b>Phone Number:</b>	
<b>Email:</b>	

Please accept this letter and attached documents as a response to the Development Plan Review Memo, dated \_\_\_\_\_.

### **Response Letter Format:**

- Please provide an itemized list which clearly indicates how each review comment(s) is addressed and the specific page location on the plans.
- Providing the original comment(s) in the Response Letter is required.
- Corrections must be reflected on the plan documents and a full set of corrected plans must be resubmitted with the Response Letter.