



CITY OF ALTAMONTE SPRINGS

PROJECT ENGINEER'S LETTER OF ACKNOWLEDGMENT

In accordance with Sections 4.3.1, 6.1.1, and Article XVI of the Altamonte Springs Land Development

Code, be advised that I _____ of _____,
(Name of Engineer) (Name of Firm)

_____ have
(Address of Firm)

been retained by _____ of _____
(Owner/Developer) (Name of Company)

to perform the full range of engineering services in the development of _____
(Name of Project)

_____, including those services during construction and final project
(Name of Project – continued)

close-out which are traditionally considered to be part of a complete engineering service. I and the Owner/
Developer will notify the City Engineer in writing within three (3) days if the scope of my services is
modified or terminated.

Project Engineer: _____
(Signature) (Date) (Print Name)

Owner/Developer: _____
(Signature) (Date) (Print Name)

PLEASE NOTE:

- 1) A professional engineer registered or licensed in the State of Florida and qualified by virtue of training and experience to practice the engineering disciplines in the specific technical field(s) involved shall be employed to design all required civil engineering-related improvements and utility facility improvements, and to provide such professional services during construction as are generally considered to be part of a complete engineering service. Such professional services include the completion of acceptable record drawings at the completion of the project.
- 2) This form must be completed and received by the Growth Management Department with your site plan application in order for your plans to be routed timely throughout the necessary departments for approval.
- 3) Also required with site plan submittal: Project Landscape Architect and Project Surveyor Letters of Acknowledgement.



CITY OF ALTAMONTE SPRINGS

PROJECT LANDSCAPE ARCHITECT'S LETTER OF ACKNOWLEDGMENT

In accordance with Section 8.1.3.3 and Article XVI of the Altamonte Springs Land Development Code,
be advised that I _____ of _____,
(Name of Landscape Architect) (Name of Firm)

_____ have
(Address of Firm)

been retained by _____ of _____
(Owner/Developer) (Name of Company)

to perform the full range of landscape architecture services in the development of _____
(Name of Project)

_____, including those services during construction
(Name of Project – continued)

and final project close-out, including inspections, certifications, and plan revisions. I and the Owner/
Developer will notify the Growth Management Department in writing within three (3) days if the scope of
my services is modified or terminated.

Project Landscape Architect: _____
(Signature) (Date) (Print Name)

Owner/Developer: _____
(Signature) (Date) (Print Name)

PLEASE NOTE:

- 1) All landscape plans submitted for approval shall be signed and sealed by a registered landscape architect [Section 8.1.3.3]. The project landscape architect shall be responsible for inspection of installed landscaping and related improvements, participation in final inspection walk-throughs, and providing the City with a certificate of installation.
- 2) This form must be completed and received by the Growth Management Department with your site plan application in order for your plans to be routed timely throughout the necessary departments for approval.
- 3) Also required with site plan submittal: Project Engineer and Project Surveyor Letters of Acknowledgement.



CITY OF ALTAMONTE SPRINGS

PROJECT SURVEYOR'S LETTER OF ACKNOWLEDGMENT

In accordance with Articles IV, V, and XVI of the Altamonte Springs Land Development Code, be advised

that I _____ of _____,
(Name of Surveyor) (Name of Firm)

_____ have
(Address of Firm)

been retained by _____ of _____ to
(Owner/Developer) (Name of Company)

perform the full range of surveying services in the development of _____
(Name of Project)

_____, including those services during construction and final project
(Name of Project – continued)

close-out which are traditionally considered to be part of a complete surveying service. I and the Owner/
Developer will notify the City Engineer in writing within three (3) days if the scope of my services is
modified or terminated.

Project Surveyor: _____
(Signature) (Date) (Print Name)

Owner/Developer: _____
(Signature) (Date) (Print Name)

PLEASE NOTE:

- 1) A Florida licensed professional surveyor and mapper shall be employed to provide survey information for the site plan pursuant to Article IV, for the development plan and/or plat pursuant to Article V, and to provide such professional services during construction as are generally considered to be part of a complete surveying service. Such professional services include the completion of acceptable as-built (or record) surveys at the completion of the project pursuant to Article XVI, Section 16.5.1.
- 2) This form must be completed and received by the Growth Management Department with your site plan application in order for your plans to be routed timely throughout the necessary departments for approval.
- 3) Also required with site plan submittal: Project Engineer and Project Landscape Architect Letters of Acknowledgement.