



Transmittal Letter for Material Submittal

Date of Submittal:

Plans Approved Date:

Project:		Contractor:
Engineer:	Owner:	

Material Submittal: _____
(Water/Sewer/Stormwater) (Choose Only One)

Checklist (Required Items):

- Transmittal Letter
- Materials Submittals
- Detailed narrative of approved equal material (if applicable)

Attachments:

Applicant(s) Printed Name:	Applicant(s) Signature:
Applicant(s) Email:	Date:

Notes:

- *Send to rturley@springhilltn.org
- *Reference City Specification and Standards for guidance
- *This transmittal letter shall be included for each material submittal (Water, Sewer, and Stormwater)
- *Each material submittal shall be its own PDF file.