



October 8, 2020

Scott Dunlop
Development Services Assistant Director
City of Manor

RE: Shadowview Section 3 – Preliminary Plat Submittal Fee

Mr. Dunlop,

As discussed, Thursday October 1st with staff and developer team, the Preliminary Plat for the above referenced project was submitted Friday September 25th. A submittal invoice was provided Wednesday September 25th in the amount of \$1,890.

Considering the developer has requested an agenda item with City Council to waive submittal fees for this project due to fees being paid prior to expiration of subdivision application we formally request the Preliminary Plat application to start without application fee payment till a decision by City Council. The developer understands that a staff recommendation letter will not be provided till this item is resolved.

Please feel free to contact me if you have any questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads "Brett Burke".

Brett Burke.
Project Manager