



# COMMERCIAL DEVELOPMENT

## IMPROVEMENT PLANS FORM

Public Works/Engineering  
300 W. Davis  
Conroe, TX 77301  
(936) 522-3100

### COMMERCIAL SITE PLANS

The following documents are provided as required by the City of Conroe for use in the above titled submittals:

- *Submittal Questionnaire (1-page)*
- *Commercial Site Plan Application & Checklist (5-pages)*
- *Preconstruction Meeting Agenda (4-pages)*
- *Street Light Installation Request Form (1-page)*

In addition, refer to City of Conroe Standard Legal documents and Standard Easement forms as required for use in various platting and plan review submittals.



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**SUBMITTAL QUESTIONNAIRE**

Please check the type of plans you are submitting:

- 1. **ENGINEERING PLANS:**  
Residential Subdivision, Duplex, Condominium Development, Patio Homes, Town Homes
- 2. **COMMERCIAL SITE PLANS:**  
Commercial Developments (Apartments, Retail, Warehouse, Office, Industrial, Restaurant, Theater, etc.)
- 3. **LAND STUDY**
- 4. **PLAT/RE-PLAT:**  
Preliminary or Final Plat, or Preliminary or Final Plat Re-Plat (all Re-plats must be approved by Planning Commission)
- 5. **SUBDIVISION BY METES & BOUNDS:**  
Request for Subdivision by Metes and Bounds
- 6. **VACATING PLAT:**  
Request for Vacating Plat
- 7. **MINOR PLAT:**  
Minor Plat (No Minor Re-plats,) are not approved by the Planning Commission
- 8. **AMENDING PLAT**

***NOTE: Montgomery County 911 address(es) may be required to be submitted with the above. Please see individual applications & checklists, and "Addressing Procedure" on the Engineering webpage at [www.cityofconroe.org](http://www.cityofconroe.org) for more information.***

Please identify if project is located in:

City Limits \_\_\_\_\_ or Planning Area \_\_\_\_\_

Submitted By: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Company Name)

Delivered By: \_\_\_\_\_  
(Please Print)

Phone Number: \_\_\_\_\_



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COMMERCIAL SITE PLAN APPLICATION

PERMIT NUMBER \_\_\_\_\_

ESTIMATED COST \$ \_\_\_\_\_
(Do not include building cost)

- 1. NAME OF OWNER:
CONTACT PERSON: EMAIL:
MAILING ADDRESS:
PHONE NO: EMAIL:
NAME OF ENGINEER:
CONTACT PERSON: EMAIL:
MAILING ADDRESS:
PHONE NO: EMAIL:
NAME OF CONTRACTOR:
CONTACT PERSON: EMAIL:
MAILING ADDRESS:
PHONE NO: EMAIL:

- 2. LOCATION OF PROPERTY (complete as appropriate)
If located in a subdivision:
Subdivision Name Section No. Block No Lot No.
If NOT located in subdivision:
Name & No. of Survey/Abstract Acreage.

Location Description – Attach Vicinity Map

2a. ADDRESS: City State TX Zip
APPLICANT SHALL OBTAIN ADDRESS NUMBER DISIGNATION FROM MC911, AND RETURN A CERTIFIED COPY OF THE 911 ADDRESS REQUEST INFORMATION FORM TO ACCOMPANY THIS APPLICATION. (§ ORDINANCE NO. 1800-07)

- 3. ITEMS REQUIRED BEFORE PERMIT SUBMITTAL IS PROCESSED:
(a) THREE SETS OF THE ENGINEERING PLANS (max size 24"X36") SHOWING ALL ITEMS ON THE ATTACHED CHECKLIST, DRAINAGE CALCULATIONS, DETENTION, EXISTING AND PROPOSED ELEVATIONS, PARKING LOTS, WATER MAINS AND SEWER MAINS, WITH EXTENSIONS TO COVER THE ENTIRE FRONTAGE OF THE TRACT.
(b) A CURRENT OWNERSHIP DEED, AS WELL AS AN ADDITIONAL OWNERSHIP DEED DATED PRIOR TO AUGUST 30, 1993, IF THE PROPERTY IS UNPLATTED AND THE OWNERSHIP HAS CHANGED IN THAT TIME.
(c) A COPY OF THE FINAL PLAT IF THE PROPERTY IS PLATTED.
(d) AN ENGINEER'S STATEMENT CERTIFYING THAT THIS DEVELOPMENT WILL HAVE NO NEGATIVE EFFECT ON THE SURFACE WATER ELEVATION AND/OR TO THE ADJACENT PROPERTIES. (MUST BE SIGNED, DATED, AND SEALED.)
(e) A COMPUTER HEC-RAS MODEL, IF CONSTRUCTION IN THE FLOODPLAIN IS PROPOSED.
4. I (WE) UNDERSTAND AND VOLUNTARILY AGREE THAT ANY ENGINEERING DRAWINGS, DESIGNS, AND/OR WORKS SUBMITTED TO THE CITY OF CONROE IN CONNECTION WITH THIS APPLICATION, COPIES OF SUCH SUBMITTALS WILL BE DEEMED TO BE PUBLIC INFORMATION SUBJECT TO RELEASE IN ACCORDANCE WITH THE TEXAS PUBLIC INFORMATION ACT. IF THE FIRM OR ENGINEER SEEKS TO WITHHOLD THE RELEASE OF COPIES OF THE SUBMITTED DOCUMENTS, THAT DESIRE MUST BE SPECIFICALLY WRITTEN AND FURNISHED ALONG WITH THIS APPLICATION TO THE CITY OF CONROE.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_



# COMMERCIAL DEVELOPMENT IMPROVEMENT PLANS FORM

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## FOR USE BY FLOODPLAIN ADMINISTRATOR

- IS THE PROPERTY LOCATED IN AN IDENTIFIED FLOOD HAZARD AREA?    \_\_\_ YES    \_\_\_ NO
- IS ADDITIONAL INFORMATION REQUIRED?    \_\_\_ YES    \_\_\_ NO
- ARE OTHER FEDERAL, STATE OR LOCAL PERMITS REQUIRED?    \_\_\_ YES    \_\_\_ NO
- ARE OTHER CITY REGULATIONS APPLICABLE?    \_\_\_ YES    \_\_\_ NO

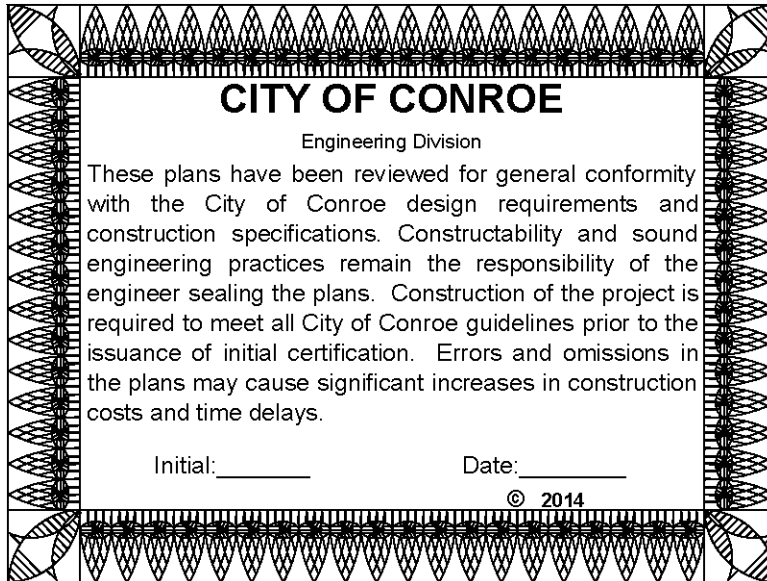
\_\_\_ SITE PLAN APPLICATION APPROVED

DATE: \_\_\_\_\_

\_\_\_ SITE PLAN APPLICATION REJECTED

\_\_\_\_\_  
Floodplain Administrator

The following stamp must be visible, preferably in the lower right-hand corner of each sheet of the engineering plans. Adjust total size to 3" X 4" and locate as stated above.



The [CAD & tiff Approval Stamp](#) may also be downloaded from the City of Conroe website.



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COMMERCIAL SITE PLAN CHECKLIST

APPLICANT \_\_\_\_\_

LOCATION \_\_\_\_\_

APPLICANT SHALL CHECK ALL ITEMS PROVIDED UNDER "ENG"

**OWNERSHIP INFORMATION (REQUIRED)**

CITY    ENG

- \_\_\_\_\_    \_\_\_\_\_ a. Lot, Block and Subdivision information shown if part of an existing platted subdivision.
- \_\_\_\_\_    \_\_\_\_\_ b. Copy of Owner's property deed, as well as an additional ownership deed dated prior to August 30, 1993, if the property is not platted and the ownership has changed in that time.

**PROVIDE THREE COPIES OF A SITE PLAN (Max. sheet size 24"X36") SHOWING THE FOLLOWING ITEMS:**

**A. WATER LINES**

- \_\_\_\_\_    \_\_\_\_\_ a. Existing and proposed waterlines, including service leads, within the right-of-way, easements and within the subject property.
- \_\_\_\_\_    \_\_\_\_\_ b. Existing and proposed valves, fire hydrants, blow-offs
- \_\_\_\_\_    \_\_\_\_\_ c. Existing and proposed waterlines and appurtenances are labeled with the pipe materials (generally sch 40 PVC or C900 DR18 PVC) and size. Show and label meters and backflow preventers.
- \_\_\_\_\_    \_\_\_\_\_ d. Location and method of connecting proposed waterlines to existing waterlines. Specify that taps will be made by the City at the developer's expense.

**B. SANITARY SEWERS**

- \_\_\_\_\_    \_\_\_\_\_ a. Existing and proposed sanitary sewer lines, including service leads, within the right-of-way, easements and the subject property.
- \_\_\_\_\_    \_\_\_\_\_ b. Existing and proposed manholes and cleanouts. Specify that the City will make the tap at the developer's expense.
- \_\_\_\_\_    \_\_\_\_\_ c. Flowlines of all lines, existing and proposed, at manholes and cleanouts. Show that soffits, not flowlines, are matched where pipe sizes change, and that adequate slope is provided (1% for a 6" service lead).
- \_\_\_\_\_    \_\_\_\_\_ d. Existing and proposed sanitary sewer lines labeled with sizes and pipe material. (generally 6" diameter SDR 26 PVC).
- \_\_\_\_\_    \_\_\_\_\_ e. Existing and proposed lift stations if applicable.

**C. ON-SITE DRAINAGE**

- \_\_\_\_\_    \_\_\_\_\_ a. Existing and proposed elevations (2 ft. existing contours plus existing and proposed spot elevations along the boundary and at all swales, ditches, pavement corners, grade changes, and pavement tie-in locations) on entire site. Provide sufficient spot elevations to show that no offsite drainage is blocked or altered, that grading does not exceed a 3:1 slope, that the site drains properly, and that existing elevations along the boundary are maintained.
- \_\_\_\_\_    \_\_\_\_\_ b. Provide drainage arrows indicating proposed drainage flow direction.
- \_\_\_\_\_    \_\_\_\_\_ c. Existing and proposed drainage inlets, culverts and storm sewer piping.
- \_\_\_\_\_    \_\_\_\_\_ d. Proposed and existing drainage inlets labeled with sizes, top of grate elevations, flowline elevations of proposed and existing piping and the type of pipe material (generally SDR 26 PVC or RCP).
- \_\_\_\_\_    \_\_\_\_\_ e. Drainage calculations for the proposed storm sewer, swales, ditches, and other drainage facilities. Calculations shall be performed in accordance with the State Department of Highways and Transportation, Bridge Division, Hydraulic Manual and shall include hydraulic gradeline calculations.
- \_\_\_\_\_    \_\_\_\_\_ f. Drainage area map showing onsite and offsite drainage areas with supporting contour lines.
- \_\_\_\_\_    \_\_\_\_\_ g. All building finished floor elevations shall be at least 1' above the Base Flood Elevation, where applicable, and 1' above the flowline elevations surrounding the building.



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D. ON-SITE STORMWATER DETENTION (SEE SUBDIVISION ORDINANCE CHAPTER 94-361-367, AND THE DESIGN MANUAL FOR SANITARY SEWERS, WATER MAINS, STORM DRAINAGE AND STREET PAVING, DIVISION VIII DETENTION REQUIREMENTS.)

CITY ENG

- a. Proposed area serviced. The 100-year developed flow must be conveyed to the detention basin.
b. Existing area serviced (based on existing detention pond storage - provide field measurements).
c. Detention storage rate (ac ft/ac), or drainage calculations using the SCS Unit Hydrograph method.
d. Detention storage volume required and volume provided.
e. Maximum design water surface elevation specified, with supporting routing calculations.
f. Maximum outflow rate allowed (undeveloped 2, 10, and 100 year, Type III 24 hour storm flow rate), and maximum restrictor size and construction details, outflow rate provided, with all supporting calculations.
g. Restrictor size and construction details.
h. Proposed elevations (complete contours tying into existing contours, with proposed spot elevations along the top of berm, toe, and flowline) and complete dimensions of the detention pond.
i. Emergency spillway provided at 100-year water surface elevation.
j. Proposed flowlines into and out of the detention pond including the flowline at the ultimate outfall.
k. Offsite private drainage easement (if needed) for concentrated discharge flowing across private property.
l. Covenant for Maintenance of Storm Water collection system.

E. PARKING LOTS (SEE OFF-STREET PARKING AND LOADING ORDINANCE, CHAPTER 86)

- a. Limits of existing and proposed parking lots and curbing clearly shown. All parking and maneuvering area shall be off-street.
b. Existing and proposed elevations clearly indicating drainage flow paths.
c. Existing and proposed parking lot pavement material indicated.
d. Total number of parking spaces required per ordinance and the total number of spaces provided.
e. Building floor plan and use of building.
f. Dimensions of parking spaces (180 sq. ft. minimum.)
g. Driveways meeting City of Conroe width, spacing, and design requirements.
h. Dumpster locations with screening and access route shown.
i. Retaining walls must be clearly labeled and fully designed, including dimensions, construction details, and complete, sealed calculations showing the wall will not rotate or slide using safety factor of 2.

F. STREETS

- a. Existing right-of-way along the street that the lot or tract fronts on.
b. Existing and proposed Existing edge of pavement along the street that the lot or tract fronts on.



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- \_\_\_    \_\_\_    c. Existing edge of pavement and curbing elevations along the street that the lot or tract fronts on.
- \_\_\_    \_\_\_    d. Existing storm sewer inlets piping and roadside ditches along the street that the lot or tract fronts on.
- \_\_\_    \_\_\_    e. Existing storm sewer and ditch flowline elevations.
- \_\_\_    \_\_\_    f. Existing street pavement material indicated.
- \_\_\_    \_\_\_    g.. Provide sidewalks.

**G. LANDSCAPING (SEE VEGETATION ORDINANCE, CHAPTER 102)**

- \_\_\_    \_\_\_    a. Show and label the tree Preservation Zone
- \_\_\_    \_\_\_    b. Show and label the limits of clearing.
- \_\_\_    \_\_\_    c. Total number of trees required by ordinance and total number of trees provided.
- \_\_\_    \_\_\_    d. Total number of parking lot trees required by ordinance and total number of parking lot trees provided.
- \_\_\_    \_\_\_    e. Total number of shrubs required by ordinance and total number of shrubs provided.
- \_\_\_    \_\_\_    f. Show proposed locations, types and sizes of all trees, parking lot trees, and shrubs. Provide all necessary details.
- \_\_\_    \_\_\_    g. Screening is required adjacent to existing residential property, in the form of a 6' high opaque fence, or an equivalent combination of trees and shrubs.

**H. GENERAL:** NOTE: SITE PLANS THAT REQUIRE WATER AND SANITARY SEWER EXTENSIONS AND/OR STORMWATER DETENTION MUST ALSO INCLUDE A DETAILED SET OF ENGINEERING PLANS, MEETING ALL APPLICABLE REQUIREMENTS OF THE SUBDIVISION ORDINANCE, CHAPTER 94. SEE THE SUBDIVISION IMPROVEMENT PLANS CHECKLIST AND INFORMATION.

- \_\_\_    \_\_\_    a. Plans, details, and calculations certified by a Professional Engineer registered by the State of Texas Board of Licensed Engineers.
- \_\_\_    \_\_\_    b. Texas Department of Transportation permits and approval if fronting on a state roadway.
- \_\_\_    \_\_\_    c. Site plan must use a standard engineering scale and have a north arrow.
- \_\_\_    \_\_\_    d. Show and label all property lines and building lines.
- \_\_\_    \_\_\_    e. Show and label all easements on or adjoining within 200' of the property boundary.
- \_\_\_    \_\_\_    f. Provide property ownership with County Courthouse Recording information on the adjacent property.
- \_\_\_    \_\_\_    g. Provide a benchmark description, including datum information.
- \_\_\_    \_\_\_    h. Add a flood plain note referencing the applicable FEMA-FIRM Panel No., specifying whether it shows the new development to be in or out of the 100 year flood plain.
- \_\_\_    \_\_\_    i. Label bearings and distances around the property boundary.
- \_\_\_    \_\_\_    j. Provide a sample well if applicable.

**PLAN COMPLIANCE STATEMENT:**

I certify that the Commercial Site Plans known as \_\_\_\_\_ have been prepared in accordance with City of Conroe regulations and ordinances applicable to Commercial Site Plans in effect at the time of submission, and all other applicable local, state, and federal requirements.

\_\_\_\_\_  
Engineer's name, date, and registration number



PRECONSTRUCTION MEETING

Public Works/Engineering
300 W. Davis
Conroe, TX 77301
(936) 522-3100

PRECONSTRUCTION MEETING AGENDA

Project Name: \_\_\_\_\_

Date: \_\_\_\_\_

Developer/Owner \_\_\_\_\_

Telephone No. \_\_\_\_\_

Emergency No. \_\_\_\_\_

Contractor Superintendent \_\_\_\_\_

Telephone No. \_\_\_\_\_

Emergency No. \_\_\_\_\_

City Inspector \_\_\_\_\_

Telephone No. \_\_\_\_\_

City Engineer \_\_\_\_\_

Telephone No. 936/522-3100

Testing lab Representative \_\_\_\_\_

Telephone No. \_\_\_\_\_

Surveyor's Representative \_\_\_\_\_

Telephone No. \_\_\_\_\_

Engineer's Representative \_\_\_\_\_

Telephone No. \_\_\_\_\_

ENGINEER'S DUTIES:

- 1. The engineer will provide construction control for the project.
2. The engineer will provide Record Drawings, and certify that all required improvements were constructed according to the approved construction plans and applicable city standards and specifications (with approved changes as shown on the Record Drawings), when construction is complete.
3. The engineer shall revise or provide additional plans if conditions in the field
4. Necessitate significant design changes (as determined by the city).
5. The engineer shall provide an Engineer's Estimate for all required improvements (if not already submitted).
6. The engineer shall provide the City with either a Surety Bond or Irrevocable Letter of Credit (if not already submitted).





## PRECONSTRUCTION MEETING

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### CONTRACTOR'S DUTIES:

1. The contractor is responsible for constructing the project in accordance with the approved plans and standard City of Conroe details, notes, and specifications. The contractor must have a copy of the signed, approved plans, and copies of standard Conroe details, notes, and specifications on the jobsite at all times.
2. These details, notes, and specifications are found in the Design Manual, the Standard Specifications for the Construction of Streets and Drainage, and the Standard Specifications for the Construction of Water and Sanitary Sewer.
3. The contractor must notify the inspector 24 hours before starting and 24 hours before each inspection. Also, if field changes are needed, the contractor shall contact the inspector.
4. The contractor shall ensure that there is adequate equipment on the project at all times.
5. The contractor will provide construction staking for the project. Stakes shall be maintained throughout the life of the project. Should stakes be lost the inspector may stop construction until new construction stakes have been set.
6. The contractor shall obtain and submit the following information (as applicable) to the City and to the project engineer:
  - a) Concrete mix design with cylinder breaks for all concrete to be used on the project
  - b) Moisture – density curves
  - c) Gradation curve for flexible base
  - d) Hot mix asphaltic concrete design
  - e) Materials to be incorporated in the project
  - f) Shop drawings approved by the engineer
  - g) Truck tickets, at the time of delivery, for cement used in cement stabilization of subgrade or base
  - h) Copies of all test data and results
7. The contractor is responsible for erosion control during construction. Turf should be established on all disturbed areas, particularly in the detention pond, as soon as construction in that area is complete. Final acceptance will not occur until turf has been established.
8. The contractor shall provide traffic control in accordance with TxDOT standard during the entire project.



## PRECONSTRUCTION MEETING

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### INSPECTOR'S DUTIES:

1. The inspector must be present during all testing, and his consent is required before work proceeds after testing. The following testing will be required as a minimum:
  - a) Utility trenches – densities every 200 feet on each lift or as specified by the inspector
  - b) Subgrade – lime series to determine the correct amount of lime necessary for stabilization
  - c) Subgrade – densities (modified proctor, 6-inch penetration direct reading) every 200 feet and gradation if lime stabilized. (Densities only if no lime stabilization)
  - d) Base – densities (modified proctor, 6-inch penetration direct reading) every 200 feet and gradation if lime stabilized. (Densities only if no lime stabilization)
  - e) Concrete – Compression cylinders as required by the specifications or as directed by the inspector
  - f) Sanitary sewer – Low-pressure air test, mandrel (30 days after completion of backfill), manhole testing, and television. Vacuum testing of manholes will be allowed in lieu of exfiltration testing.
  - g) Water – Hydrostatic test and biologic test
2. The inspector must be present during the lime and cement stabilization processes.
3. The city's inspector must be present when samples are taken for proctor curves. He will assist in determining where samples are to be taken and how many samples are necessary.
4. All formwork must be inspected and approved by the city's inspector prior to placement of concrete. Any concrete placed without prior approval of the formwork will be removed.
5. All steel must be inspected and approved by the City's inspector prior to placement of concrete. Any concrete placed without prior approval of the steel will be removed.
6. The inspector must be present during concrete pours and pavement placement.
7. The inspector must be present when chlorine is introduced into the water line for sterilization



## PRECONSTRUCTION MEETING

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### **ADDITIONAL CONSTRUCTION INFORMATION:**

1. Lime stabilized subgrade must be moist cured a minimum of 7 days before the final course can be placed.
2. Cement stabilized subgrade or base shall be moist cured for three days.
3. When flexible base has passed density testing it shall be allowed to cure. Cure time generally ranges between 24 and 48 hours.
4. Prime coat shall be applied at a rate of 0.25 gal/yd<sup>2</sup>. Once applied it shall be allowed to cure 24 to 72 hours. The inspector will make the determination as to when paving can commence.

### **PAYMENT INFORMATION (IF APPLICABLE):**

1. The City will process no more than one pay estimate per month.
2. Pay estimates must be formatted in the same way as the engineer's estimate. If the engineer's estimate lists water and sewer as a lump sum, payment will not be made until all water and sewer has been installed, tested, and approved.
3. When the engineer's estimate lists unit quantities for items, the contractor must submit a pay estimate that corresponds to the unit quantities. Overages in the unit quantities will not be accepted. The contractor must arrange for payment of overages with the owner.

The preceding list outlines steps and processes that occur during construction. It is intended to state, at a minimum, those points during construction where quality control processes are to be implemented. The list is not intended to be exhaustive and may not include items necessary to complete a specific project. The contractor is responsible for constructing the project in accordance with the plans and specifications. If there is a question about the need for additional quality control or testing, then it is the contractor's responsibility to contact the inspector to ensure that the additional testing is performed.



# STREET LIGHT INSTALLATION REQUEST FORM

Public Works/Engineering  
300 W. Davis  
Conroe, TX 77301  
(936) 522-3100

## STREET LIGHT INSTALLATION REQUEST FORM

Date: \_\_\_\_\_

Re: \_\_\_\_\_, \_\_\_\_\_  
(Name of subdivision or existing street address) (subdivision section number)

This letter serves as a formal request to have street lights installed in the above-referenced subdivision or street address. (Please check the appropriate blank(s) below:

\_\_\_\_ This is a new subdivision and my Engineer will either provide a hard disk containing a digital copy of the previously approved street light layout, or email a copy of same to: [engineering@cityofconroe.org](mailto:engineering@cityofconroe.org), for your use.

\_\_\_\_\_ This is an existing \_\_\_\_\_ address, subdivision, or \_\_\_\_\_ street and I am requesting a street light investigation to determine if additional street light(s) are warranted.

The reason for this request is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please attach additional pages if needed.)

Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Contact Information:

Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Email address: \_\_\_\_\_