

Administratively Complete Checklist for Plats/Replats

A COMPLETE APPLICATION FORM MUST ACCOMPANY NEW PLAT REPLAT SUBMITTAL

Preliminary Plat _____ Minor Plat _____ RePlat _____ Final Plat _____ Fees Paid \$ _____

Description of Property:

Subdivision Name: _____

Total Numbers of Lots: _____ Total Acreage: _____

Property Location: _____

Applicants:

Owner(s): _____

Complete Address: _____

Phone Number: _____

Applicant: _____

Complete Address: _____

Phone Number: _____

PAGE TWO OF THIS APPLICATION MUST BE COMPLETED

ADMINISTRATIVELY COMPLETE PROCESS FOR PLATS/REPLATS CHECKLIST (PAGE 2)

Applicant must check each item submitted with the plat:

REQUIRED FOR ALL PLATS AND REPLATS:

- | | |
|--|---|
| ☐ Project Name | ☐ Tax Certificate (NOT RECEIPT) |
| ☐ Application Form & Fees | ☐ Notes as Required (See Attached) |
| ☐ Water and Utility Company Approval | ☐ North Arrow |
| ☐ "E.T.J." note or Approval by City | ☐ Scale Figure & Scale Bar |
| ☐ Vicinity Map | ☐ Size 18"x24" |
| ☐ Owners Name, Address & Phone | ☐ Boundary Lines Identified |
| ☐ Surveyor/Engineer Name, Address & Phone | ☐ Lots & Blocks Identified |
| ☐ Adjacent Properties Identified | ☐ Easements |
| ☐ 30' Front Bldg. Lines | ☐ All Dimensions |
| ☐ Flood Plain Statement/Boundary | ☐ Approval Letter from TXDOT for entrance on State Roads |
| ☐ Plat Certifications | ☐ On-Site and Off Site Drainage Study |
| ☐ Two (2) Copies of Plat for review | |

ADDITIONAL REQUIREMENTS FOR PRELIMINARY PLAT ONLY:

- | | |
|---|--|
| ☐ Engineering Plans | ☐ Contour Lines |
| ☐ Physical Features | ☐ Drainage Easements |
| ☐ Street & Road Interconnect | ☐ Scale not larger than 1" = 300' |

ADDITIONAL REQUIREMENTS FOR REPLAT, MINOR & FINAL PLAT:

- | | |
|---|---|
| ☐ Deed Restrictions | ☐ 2 x 3 Recording Block |
| ☐ P & Z Note & Yards | ☐ Co. Judge Signature Block |
| ☐ Monuments, Pins & B.M.'s Set | ☐ Required Signatures |
| ☐ Street & Road Interconnect | ☐ Owners Certificate |
| ☐ RPLS Certificate | ☐ Acreage Shown |
| ☐ Drainage Easements | ☐ Scale not larger than 1" = 200' |
| ☐ Metes & Bounds | ☐ Match Lines |
| ☐ 16' Easements | ☐ Street Names |
| ☐ Contour Lines if Required | ☐ Utility Providers |

Approval Submitted By: _____ Date: _____

Signature: _____

Platting/Replat Fee Schedule

County Preliminary Platting Fees	\$250.00 plus filing fee
Minor Plat	\$250.00 plus filing fee
County Final Plat / Replat Fees	\$500.00 plus filing fee
Professional Services Review Retainer	\$5,000.00
Engineering Plan Review Fee	\$450.00 + \$25.00 per parcel 1st review and \$200.00 for each subsequent review
Replatting Fee	\$200.00 + \$20.00 per parcel 1st review and for each subsequent review
Variance	\$200.00
(nonrefundable) Road & Drainage Inspection Fee	\$250.00 per site visit

*Plats Replats and plans must be submitted on USB thumb drive or other acceptable media in PDF format.