

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:

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

ADDITIONAL REQUIREMENTS FOR PRELIMINARY PLAT ONLY:

- | | |
|---|--|
| <input type="checkbox"/> Engineering Plans | <input type="checkbox"/> Contour Lines |
| <input type="checkbox"/> Physical Features | <input type="checkbox"/> Drainage Easements |
| <input type="checkbox"/> Street & Road Interconnect | <input type="checkbox"/> Scale not larger than 1" = 300' |

ADDITIONAL REQUIREMENTS FOR REPLAT, MINOR & FINAL PLAT:

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