

PLAT CHECKLIST
FOR OFFICE USE ONLY

Parcel No: _____

SUBDIVISON NAME: _____

DEVELOPER NAME: _____

PHONE: _____

EMAIL ADDRESS: _____

PCT NO. _____

Submittal Checklist (shall not be considered a complete application unless it has all items below)

CHECKLIST

- Signed application(s)
- Letter of Authorization, if required
- Application fees
- Five (5) copies of plat (18" x 24" only)
- All copies folded to 8 1/2" x 11"
- Digital file (PDF and/or DWG)
- Water Endorsement Letter (all plats)
- Takings Impact Assessment (FP only)
- Approval or release letter from County Engineer's Office
- City approval (ETJ plats only)
- Tax certificate (only for recorded plats)
- Legal proof of land ownership

PLAT FEES

Type of Plat:
 Plat w/ one (1) lot: \$500 \$ _____
 Plat w/ two (2) lot or more: \$500 + \$30 per lot
\$500 + \$30 (_____) = \$ _____

FILING FEES

1st plat page 1 @ \$71.00 = \$ _____
Additional plat pages ____ @ \$25.00 = \$ _____
Tax certificates ____ @ \$ 4.00 = \$ _____
FILING FEE TOTAL \$ _____

PLAT + FILING FEE GRAND TOTAL \$ _____

RECEIPT NO. _____

REPLATS ONLY

Date newspaper ad sent _____
Dates published in newspaper _____
No. of certified PON letters sent _____
Date PON letters mailed out _____
Date posted on website _____

COMMENTS

Plat distributed to staff for review _____
2nd submittal returned to County: _____

Comments sent to applicant: _____
Final review by County: _____

COMMISSIONERS' COURT DATE

Tentative Date _____

Approval Date: _____

AFTER COURT ACTIONS

Approval email sent to applicants _____
Invoice City for plat review _____

Date paid _____

CONSTRUCTION OF NEW PUBLIC ROADS (will not apply to all plats)

Three (3) road bids submitted _____
2% road fees due prior to construction _____
Performance Bond prior to construction _____
Construction inspection complete _____
Final Inspection to release Maint. Bond _____

Total Road Fees _____
Taken to Commissioners' Court _____
Release PB & Accept Maint. Bond _____
Release MB & Accept Roads _____