



SUBDIVISION REVIEW PROCESS FLOWCHART



Submit plat by the deadline. Must have application, fees, 5-18x24 copies, PDF & DWG files, tax certificate and water endorsement letter.



Plats are sent out for review to internal staff. Deadlines set to collect comments. Possible field visit and staff meeting occur here.



Revised submitted plat reviewed against comments to ensure no outstanding issues are left.



Prepare agenda items for the Commissioners' Court. Maps and other documents must be ready at least five days prior to due date.



Commissioners' Court takes action. All plats and orders signed and given to County Clerk for filing.

After **filed documents are returned** from Clerk's Office. Scan filed plats, email applicant & City an electronic copy. Invoice the City, if applicable. Case folder is closed

Prior to road construction, secure three (3) bids & pay 2% road fee. A performance bond equal to 100% of road cost is required to be taken to Commissioners' Court for approval.



After two years, all infrastructure is inspected 60-90 days before the expiration of bond to ensure all meet County regulations **prior to acceptance**. Bond is released upon successful adherence and review and approval at Commissioners' Court.

Schedule a **pre-application meeting** with staff to ensure your project is feasible.



Create folders on the network drive, file folder, and set tentative Commissioners' Court approval date.



Comments sent to owner and/or consultant via email. Deadline for revisions are established.



If applicable, **County gives the "all-clear" to the City.** City turns in plat, PDF, DWG, tax certificate to County. If the case is a replat, a notice is placed in newspaper and website.



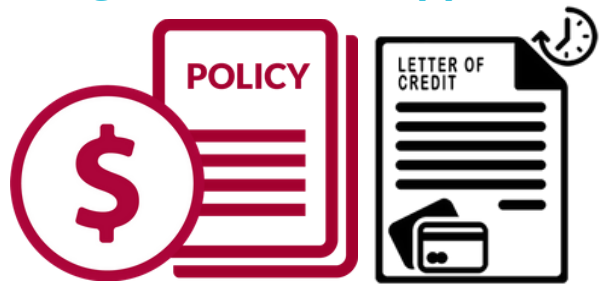
Finalize agenda items. Review and correct, as needed. Ensure all attachments are in, including draft orders. Send to Judge's Office by Tuesday at noon (one week before). Bring all plats & orders to County Clerk day before at 10 AM.



Await for filed documents from County Clerk.



Schedule a pre-construction meeting with staff, if applicable.



After road construction is complete, file for final plat & request an inspection. Performance bond is taken to Court to release and replace it with 2-year Maintenance Bond.

