

Parcel No: \_\_\_\_\_

**PLAT CHECKLIST**  
FOR OFFICE USE ONLY

**SUBDIVISION 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
- Application fees
- Five (5) copies of plat
- Digital file (PDF, DWG, SHP)
- Tax certificate (not on PP)
- Takings Impact Assessment (SP/FP only)
- Water Endorsement Letter
- Preliminary drainage (PP only)
- City approval (ETJ plats only)

**PLAT FEES**

**RECEIPT NO.** \_\_\_\_\_

- Type of Plat:
- Simplified Plat: \$300 (no per lot fee) = \$ \_\_\_\_\_
  - Preliminary Plat: \$400 + \$30 (\_\_\_\_\_) = \$ \_\_\_\_\_
  - Final Plat: \$400 + \$30 (\_\_\_\_\_) = \$ \_\_\_\_\_
  - Replat: \$300 + \$30 (\_\_\_\_\_) = \$ \_\_\_\_\_

**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 \_\_\_\_\_

**FILING FEES**

- 1<sup>st</sup> plat page 1 @ \$71.00 = \$ \_\_\_\_\_
- Additional plat pages \_\_\_\_ @ \$25.00 = \$ \_\_\_\_\_
- Tax certificates \_\_\_\_ @ \$ 4.00 = \$ \_\_\_\_\_
- TIA (SP & FP only) \_\_\_\_ @ \$26.00 = \$ \_\_\_\_\_
- GRAND TOTAL:** \$ \_\_\_\_\_

**PLAT CHECKLIST**

Review plat based on [Plat Checklist on page 2 of Plat and Development Permit Application](#) or [Plat Sample](#)

**COMMENTS**

Send to County Engineer, Assistant County Engineer, GIS Coordinator, Construction/Hydrology Inspector, Construction Inspector, Development Processing Manager, and Director for review.

Plat distributed to staff for review \_\_\_\_\_

Comments sent to applicant: \_\_\_\_\_

2<sup>nd</sup> submittal returned to County: \_\_\_\_\_

Final review by County: \_\_\_\_\_

**COMMISSIONERS' COURT DATE**

Proposed 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 \_\_\_\_\_