



## Engineering and Development Services Subdivision Development Submittal

3650 HWY 36 N Brenham, Texas 77833 | [Wcrboffice@washingtoncountytexas.gov](mailto:Wcrboffice@washingtoncountytexas.gov) | 979.277.6275

1. **Pre-Application Meeting** – The Pre-Application Meeting provides the Applicant and the County an opportunity to discuss major Development considerations such as utilities, roadways, and drainage concerns.
2. **Electronic Submittal** – An Application is complete when the EDS Department receives all documentation or other information required.
  - ✓ Subdivision Development Application
  - ✓ Fees
  - ✓ Title Information
  - ✓ Tax Certificate
  - ✓ Metes and bounds and/or Plat
  - ✓ Plans And Specifications (If applicable)
  - ✓ A will- serve letter (If applicable)
  - ✓ OSSF Suitability Study (If applicable)
  - ✓ Variance Request (If applicable)
  - ✓ Development Agreement (If applicable)
  - ✓ A traffic Impact Analysis (If applicable)
3. **Plat Review** – Engineering, Addressing, and Environmental and/or County Attorney staff will compile comments and send back to the applicant.
4. **Applicant Addresses Comments** – Correct and address all comments, resubmit to EDS Department.
5. **Hard Copy Submittal -**

Minor Plat	Final Plat	
<ul style="list-style-type: none"> <li>✓ 2 Original Metes and Bounds Copies (8.5"x11")</li> <li>✓ Original Tax Certificate</li> <li>✓ County Clerk Recording Fees</li> </ul>	<ul style="list-style-type: none"> <li>✓ Mylar Plat (18"x24")</li> <li>✓ 2 Paper Plat Copies (18"x24")</li> <li>✓ Original Tax Certificate</li> </ul>	<ul style="list-style-type: none"> <li>✓ County Clerk Recording Fees</li> <li>✓ Plans (If Applicable)</li> <li>✓ Construction Surety (If Applicable)</li> </ul>

6. **Approval – Minor Plats** – The Engineer will give approval or disapproval to applicant. **Final Plat** – The commissioners court will grant Approve, approve with conditions or disapprove.
7. **Plat Recordation – Minor Plats** – Washington County EDS Department will record Metes and Bounds with Washington County Clerk. **Final Plats** – Upon Commissioners Court approval of the plat, the EDS Department shall deliver the signed Mylar plat and the original tax certificates to the Washington County Clerk for recordation.
8. **Notice** – Notice given by electronic mail (email) or by postal service.



## Engineering and Development Services Infrastructure Construction

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- 1. Pre-Construction Meeting** – The Pre-Construction Meeting provides the Developer and the County an opportunity to discuss major Development considerations such as utilities, roadways, and drainage concerns.
- 2. Construction Completion Notification** – Developer or landowner is responsible for scheduling final inspection
- 3. Final Construction Inspection** – County will conduct a final inspection developer will be responsible for remedial work if required and scheduling a Re-Inspect.
- 4. Initial Acceptance by Commissioners Court** – to begin (2) Two year maintenance period and approval of Surety Reduction
- 5. 2 Year Final Inspection Notification** – Developer or landowner is responsible for scheduling final inspection
- 6. Final Inspection** – County will conduct a final inspection developer will be responsible for remedial work if required and scheduling a Re-Inspect.
- 7. Final Acceptance** - Commissioners Court approval of accepting infrastructure into the Washington County Maintained Infrastructure.
- 8. Release of Surety Bond**