

Appendix A

SUBDIVISION APPLICATION CHECKLIST

The following tasks must be completed by the developer prior to filing any application for subdivision approval:

___ 1. Meet with the Precinct Commissioner at least 15 days prior to the date of filing the application at the subdivision property, to visually inspect the property, review the developer's intentions, establish any special requirements for the plat application, and to discuss the application process.

___ 2. Confirm whether the planned subdivision will be classified as Tier 1 or Tier 2.

___ 3. Check the proposed subdivision name for conflicts with the County Clerk.

___ 4. A copy of any restrictive covenants proposed by the applicant, or a letter from the applicant stating that no such restrictions will be applied.

___ 5. A copy of the proposed declaration of covenants and restrictions for any proposed homeowner's association

6. The following items must be included in any application for approval of a Tier 1 subdivision:

___ a. A plat of the proposed subdivision in compliance with these regulations. See page 34.

___ b. Six (6) reduced size (not to scale) copies of the plat. (Legal sized)

___ c. A digital map or a certificate regarding the availability of a digital map.

___ d. A signed receipt from the Van Zandt County Appraisal District for a copy of the plat and digital map, if any, delivered in compliance with these regulations. A survey of the proposed subdivision in compliance with these regulations.

___ e. A certificate from the surveyor who prepared the plat and survey in substantially the form as Appendix F.

___ f. A description by the developer of the manner and means of providing drinking water, sewerage, roads, electricity, and drainage structures.

___ g. All engineering specifications, drawings, and plans for infrastructure to be constructed comprising a plat application in compliance with these regulations.

___ h. A certificate from each engineer, confirming compliance of their specifications, plans, and drawings, in substantially the form as Appendix G.

___ i. A certificate from ETCOG confirming the private road numbers reserved for roads laid out in the subdivision. (If applicable)

___ j. Tax certificates confirming that no property taxes are due and unpaid for the subdivision.

_____ k. A certificate from the developer confirming that approval of the application and filing of the plat does not mean that the County will be responsible for maintenance of subdivision roads and streets.

_____ l. If water, sewerage, and electricity are to be provided by a public utility, the developer must submit an executed public utility certificate in substantially the form as Appendix E.

_____ m. If OSSF is included in the plat application, a certificate from the Van Zandt County Fire Marshall stating that the subdivision plans comply with all applicable TCEQ rules, including housing density requirements.

_____ n. If fire hydrants or filler plugs are included in a plat application, a certificate from the public utility serving the subdivision to confirm sufficient water capacity is available to operate the fire hydrants or filler plugs.

_____ o. All fees due to the County for the filing of an application must be paid to the County Clerk contemporaneously with the submission of the application.

7. The following items must be included in any application for approval of a Tier 2 subdivision:

_____ i. A plat of the subdivision showing the area/acreage of each lot or tract.
(Legal sized version)

_____ ii. Certificates from the developer confirming the following:

_____ iii. Availability of water and sewage service.

_____ iv. Compliance with set-back lines.

_____ v. Dedication of all necessary utility easements.

_____ vi. Confirming the installation of culverts in compliance with the County ordinance on culverts.

_____ iii. If OSSF is proposed for the Tier 2 subdivision, a certificate from the Van Zandt County Fire Marshall stating that the subdivision plans comply with all applicable TCEQ rules, including housing density requirements.

_____ iv. A survey that shows sufficient topographic information adequate to demonstrate that the proposed subdivision will adequately drain and that any proposed development will not alter the natural flow of water to adjoining properties.

_____ ix. All fees due to the County for the filing of an application must be paid to the County Clerk contemporaneously with the submission of the application.

After an application is approved, the developer must:

8. File a plat of the proposed subdivision in compliance with these regulations.
9. Deliver a copy of the approved plat to ETCOG. (Contact ETCOG for best method)
10. Meet with the Precinct Commissioner to review all materials used in constructing roads in the subdivision.
11. Ensure that the work described in the plat application is completed in a good and workmanlike manner, in accordance with these regulations, the plat application, and any conditions of the order approving the application.
12. Advise the Precinct Commissioner of the status of construction prior to expiration of any construction deadline.
13. All fees due to the County for an approved application must be paid to the County Clerk no later than ten (10) days after the approval of the application.
14. Submit proof of any required financial security to the Precinct Commissioner no later than thirty (30) days after the approval of the application.