

Subdivision Regulations Check List

Please read copy of Subdivision Regulations- Copy available at Van Zandt County Commissioner's Office

The following information must be delivered to the Commissioners' office in the Van Zandt County Courthouse 121 East Dallas St. Room 207 Canton TX 75103 to be placed on the Courts' Agenda for approval.

Check List:

_____ Do a record search in the County Clerk's Office at the Van Zandt County Court House in Canton, Texas to make sure the name of Sub-division plat to be filed has not already been used and filed.

_____ Plat of Property-Surveyor signed, sealed and notarized.

1. One Mylar copy of Original plat to be signed
2. 6 copies of plat 8 ½ X 11

_____ Drainage Plan shown on the Plat.

_____ Paid up Property Tax Receipts- Van Zandt County Appraisal District.

_____ Letter from Environmental Services James Lehman 903-567-6026.

_____ Confirmation of contact with Van Zandt County Commissioner in which Precinct the property is located 903-567-2166

_____ Letter of confirmation from Water Provider

_____ Contact 911 regarding road names within Subdivision unless it is off an existing road

A. Street names on the Plat will be checked against existing database for identical or similar names.

B. Plats will be returned to Developer for correction should there be a problem with submitted names.

C. The 911 Office will contact the Developer by phone and then send a follow-up letter concerning the approval of the submitted street name.

_____The developer will complete the plat submittal process with the County.

_____Provide the 911 Services with copy of plat after approved in Court.

_____Provide the Van Zandt County Appraisal District with a small copy of Plat after approved in Court.