

IDENTIFYING INFORMATION

Owner of Record:

Name: _____

Company Name: _____

Address: _____

Phone / Email: _____

Developer:

Name: _____

Company Name: _____

Address: _____

Phone / Email: _____

Architect or Engineer:

Name: _____

Company Name: _____

Address: _____

Phone / Email: _____

Applicant (Person responsible to receive communications regarding the plat application):

Name: _____

Company Name: _____

Address: _____

Phone / Email: _____

CERTIFICATION

This is to certify that the information on this form is **COMPLETE, TRUE and CORRECT** and the undersigned is authorized to make this application.

_____ Signature of Applicant

_____ Date Submitted

Appendix A

PLAT APPLICATION GUIDELINES

1. Developer must obtain current Subdivision Regulations from Precinct County Commissioner or website.
 2. Developer must complete Application for Plat Approval prior to meeting with County Commissioner.
 3. Developer must meet with the appropriate County Commissioner to discuss proposed subdivision design.
 4. Determine if a Preliminary Engineering Report is required. (Will be required for subdivisions with lots less than five (5.0) acres that do not have access to public water or sewer service, design of culverts or design of drainage channels or ditches.)
 5. Developer must meet with County Permit Inspector (Appendix H) and with 911 Rural Addressing (Appendix I) prior to preparing the Plat.
 6. Prepare the Plat as directed in Section 7 and the PLAT APPLICATIONS GUIDELINES (see Appendix A).
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Submit the Plat digitally with the Application to the County Judge's Office at least 14 days prior to the next Commissioners Court meeting; Applications will only be accepted on Wednesdays from 8:00 AM - 12:00 PM and 1:00 PM - 4:30 PM.

The Plat & Application will be reviewed by the Precinct Commissioner and County Engineer.

Address all comments and recommendations made by the Precinct Commissioner and County Engineer. Then submit a plat consisting of 18x24 Translucent Bond Medium Paper or Mylar, printed in black ink on white material and (5) copies of the same size on white paper.

If the property lies within the ETJ of a city, the Owner shall comply with the platting procedures of the city, unless waived.

Appendix B

POLK COUNTY SUBDIVISION PLATTING CHECKLIST

*Denotes items that must be shown on the signed plat.

**Denotes items that must be shown on a signed plat if applicable.

*Subdivision name: _____

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Survey name(s), Abstract number(s), and Line(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Lot & Block Numbers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*All Lot Dimensions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Acreage, to two decimal points, of all lots and tracts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	**Proposed street names, pre-approved by the 9-1-1 Coordinator. [Location for street address signage will be furnished by Polk County in accordance with applicable regulations.]
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	**Street right-of-way widths.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	**Tangent lengths, centerline radii, names, and right-of-way dimensions for all proposed and existing streets.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	**Areas proposed for recreational use, i.e., courses parks, greenbelts, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	**Transfer of rights-of-way or easements, including any alleys and/or utility easements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed land use of all lots being subdivided, if not residential.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Real Property Record volume and page reference and names of all current owners or subdivision names/lots/blocks of contiguous property surrounding the proposed subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Land use of all contiguous tracts, i.e., undeveloped, subdivided, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All major topographic features on or adjacent to the property as well as elevation contours at no greater than one-foot (1') intervals if in a floodplain, and no greater than five-foot (5') intervals if not in a floodplain. Elevation contours are not required for a Minor Subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Areas of Special Flood Hazard as shown by the current Flood Hazard Boundary Maps as authorized by FEMA. Each tract shall be inspected and flood plain determination made on its own merits. If no areas of

Special Flood Hazard are present in the subdivision, so state them in the notes.

A comprehensive Flood Plain and Drainage assessment including a 100-year floodplain map and a complete assessment as required by the Texas Commission on Environmental Quality and all applicable state statutes.

**Master Development Plans [If the subdivision is a portion of a larger tract of land, the exterior boundary of the parent tract shall be shown on the Plat with future plans for the remaining property noted. If the parent tract is larger than 320 acres, the Plat may be prepared at a scale no smaller than one inch (1") equals one thousand feet (1000'), with the areas, proposed to be subdivided detailed at a scale no smaller than one inch equals two hundred feet (1" =200').]

*North directional indication arrow.

*Vicinity or Location map showing the proposed subdivision in relation to major roads, towns, cities, and topographic features.

*Names and addresses of the current owner/subdivider/developers of the subdivision property, including Real Property Record volume and page references.

*Name and address of the proposed owner/subdivider/developer.

*Total acreage within the proposed subdivision.

*Total number of lots.

**Total area within road rights-of-way and length of roads.

**Statement that streets within the subdivision may not be accepted into the county maintenance inventory and are the responsibility of the owner/subdivider/developer or Home Owners Association until formally accepted for maintenance by the County under separate Order.

*Name of the proposed subdivision, said name shall not conflict in spelling, pronunciation, or in any way with the name of any other subdivision within Polk County unless the proposed subdivision is contiguous to an existing subdivision and is an additional phase of that development.

**Names of roadways, said names shall not duplicate any other streets within Polk County unless they are extensions of said streets and comply with requirements of 9-1-1 addressing regulations.

- **Statement from Surveyor or Engineer regarding the presence of wells (water, oil, and natural gas). If wells are present, the location of all wells and a statement that all unused wells are capped or plugged.
- *Name and address of a properly licensed Texas surveyor, with the seal of said surveyor, of all survey points actually conducted upon the ground.
- **Name and address of a properly licensed engineer, under the seal of said engineer, certifying all design/engineering requirements of these regulations.
- Location and size of all proposed drainage structures.
- **Location, size, and proposed use of all easements required for the proper drainage and/or utility service.
- *Statement that "This property [is/is not] located within the municipal limits or ETJ boundaries of any community".
- *Statement of how utilities will be provided to the development, including names of utility companies, and a written statement from the respective utility that it is able to provide such services to the development. i.e., water, sewer, power, etc. If none are available, a statement so indicating shall be placed on the plat.
- *Description of monument used to mark all boundaries, lot, and block corners, and all points of curvature and tangency on street rights-of-way.
- **Driveway restrictions necessary to meet TxDOT location requirements.
- An attached original tax certificate from each taxing unit with the jurisdiction of the real property indicating that no delinquent ad valorem taxes are owed on the real property.
- Proposed Articles of Incorporation and By-Laws of the Homeowner's Association or other entity responsible for road maintenance in the event the Owner/subdivider/developer proposes to use privately maintained roads.
- An attached copy of Groundwater permit(s).
- **Public Water System Identification Number.

Certification from a licensed professional engineer regarding the method for providing:

- Connection to an existing public water or sewer system;

- Creating a new public water or sewer utility that complies with the requirements of the Texas Commission on Environmental Quality (TCEQ); or
- Installing wells that meet public drinking water standards or septic systems that meet on-site sewerage facility requirements of the state;
- A statement that the water and wastewater facilities will accommodate the ultimate development of the tracts for a minimum of 30 years.

Appendices

*Appendix C - Acknowledgement and certificate of dedication by the Owner/subdivider/developer

*Appendix D – Certificate of Recording (if applicable)

Appendix E – Water Supply Certificate

*Appendix F – Certificate of Surveyor

**Appendix G – Certificate of Engineer

*Appendix H(1) – Certificate of County Floodplain Administrator’s Approval and **Appendix H(2) – Certification of Designated Representative’s Approval

Appendix I – Subdivision and/or Road Name Add/Change Request Form

**Appendix J – Certificate of Road Maintenance
(when roads are to be retained as private roads)

**Appendix K – Certificate of County Road Maintenance Disclaimer

*Appendix L – Certificate of County Approval of Plat

Appendix M – Permit to Construct Driveway in County RoW

**Appendix N – Lienholder’s Acknowledgement

**Appendix O – Revision to Plat

Appendix P – Notice of Utility Installation in County RoW

Appendix Q – Plans and Specifications for Cattleguard

Appendix R – Cross Section Road Standards

- Appendix S – Summary of Road Standards
- Appendix T – Development Fees
- Appendix U – Affidavit for Recordation of Tax Certificate
- Appendix V – Subdivision Construction Agreement Form

Signature of Reviewer

Date of Review

ADDITIONAL REQUIREMENTS:

ALL ITEMS ON THIS CHECKLIST MUST BE SUBMITTED TO THE COUNTY JUDGE'S OFFICE FOR THE APPLICATION TO BE CONSIDERED COMPLETE.

PLAT APPLICATIONS WILL ONLY BE ACCEPTED FOR CONSIDERATION EVERY WEDNESDAY BETWEEN 8:00 AM - 12:00 PM AND 1:00 PM – 4:30 PM IN THE COUNTY JUDGE'S OFFICE – 410 E. CHURCH STREET, SUITE E, LIVINGSTON, TX 77351.

INCOMPLETE APPLICATIONS AND THOSE SUBMITTED OUTSIDE OF THE NORMAL ACCEPTANCE DAY WILL BE RETURNED TO THE APPLICANT FOR RESUBMITTAL ON THE NEXT AVAILABLE DATE.