

**NAVARRO COUNTY OFFICE OF PLANNING AND DEVELOPMENT**

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**SUBDIVISION APPLICATION FORM**

Please type or print information.

This form shall be completed by the applicant and submitted to the Navarro County Office of Planning and Development along with the required number of copies of the plat, review fee and all other required information prior to submittal to Commissioners Court.

Type of Plat Submittal:  Preliminary  Final  Replat/Amendment

Proposed name of subdivision: \_\_\_\_\_

Acreage of subdivision: \_\_\_\_\_ Number of proposed lots: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Surveyor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Physical location of property: \_\_\_\_\_

Legal Description of property: \_\_\_\_\_

Intended use of lots (check all that apply):  
 Residential (single family)  Residential (multi-family)  Commercial/Industrial  
 Other (please describe) \_\_\_\_\_

Property located within City Extra Territorial Jurisdiction (ETJ)?  
 Yes  No If yes, name if city: \_\_\_\_\_

I understand that the approval of the final plat shall expire unless the plat is recorded in the office of the County Clerk within a period of 60 days after the date of final approval.

\_\_\_\_\_  
Signature of Owner Date

In lieu of representing this request myself as owner of the property, I hereby authorize the person designated below to act in the capacity as my agent for the application, processing, representation and/or presentation of this request.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

1. A subdivision must be platted if a tract of land is to be divided into 2 or more tracts, any one of which is 10 acres or less or includes land dedicated to common use (easements, parks, roads, etc.)
2. This subdivision will contain: (check one)
  - a. \_\_\_\_\_ Public Street (any area, parcel, or strip of land (road) which provides vehicular access to adjacent property or land whether designated as a street, highway, freeway, thoroughfare, avenue, land boulevard, road, place, drive, or however otherwise designated and which is either dedicated or granted for public purposes or acquired for public use by prescription.)
  - b. \_\_\_\_\_ Private road (a vehicular access way under perpetual private ownership and maintenance.)
3. In case of private roads in the subdivision, the following names have been proposed. Please note names cannot be a duplicate of any existing road names in the county.
  - a. \_\_\_\_\_, \_\_\_\_\_ mi.
  - b. \_\_\_\_\_, \_\_\_\_\_ mi.
  - c. \_\_\_\_\_, \_\_\_\_\_ mi.
  - d. \_\_\_\_\_, \_\_\_\_\_ mi.
4. Submit copies of the plat and any associated plans to the following persons 20 days prior to the date that the Planning and Zoning Commission or Commissioners Court is to grant approval or denial of said plat.
  - a. County Commissioner in who's Precinct the subdivision lies.
  - b. County 9-1-1 Coordinator
  - c. County Health Sanitarian or Tarrant Regional Water District representative
  - d. County Floodplain Administrator
  - e. All utility companies, i.e. water, electric, telephone.

**THE FOLLOWING SHALL BE ATTACHED TO THIS APPLICATION:**

1. A performance bond or irrevocable letter of credit must be issued to the County equal to the estimated cost of construction of the roads and shall remain in effect until the roads are completed in accordance with the Subdivision Regulations and accepted by the Commissioner. (when required)
2. Notarized Deed Restrictions or Restrictive Covenants
3. Road construction plans sealed by an Engineer licensed to practice in the State of Texas (when required)
4. Drainage plans
5. One Copy on reproducible Mylar 18"x24" for recording
6. Tax certificates bearing Tax Assessor's Seal, for final plat
7. Letters from utility companies indicating agreements for service
8. A plat application for the subdivision of a tract of land for which the source of the water supply intended for the subdivision is groundwater under that land must have attached to it an Availability of Groundwater Certificate prepared by Professional Engineer or Geoscientist licensed in the State of Texas
9. Funded service agreements, for final plat (when required)
10. Soil Survey and waste disposal plan, final plat

**The plat shall include:**

1. Bear the words "Preliminary Plat"/"Final Plat"/"Replat" whichever is applicable
2. Drawn to scale: No less than 1"= 100'
3. Proposed name of subdivision
4. Name of City, County, and State
5. Name, address, and phone number of subdivider
6. Name, address, and phone number of designer of plat
7. Scale, true and grid north points and date of preparation
8. Location sketch showing relationship to the surrounding area
9. Sufficient data to determine readily and reproduce on the ground the location, bearing and length of every road line, boundary line, block line and building line, whether curved or straight
10. An accurate boundary survey of the property which is being subdivided, noting the bearings and distances of the sides, same being referenced to original survey lines or established subdivision, showing the lines of all adjacent lands and properties, lines of adjacent streets, alleys and easements, noting width and names of each
11. Utility easement statement (attached)

**Acreage on all lots (Residential 1(one) acre net minimum lot size / Commercial 2 (two) acre net minimum lot size).**

**For plats within 5,000 ft. of the Richland Chambers Lake:**

- An accurate survey of the 315 and 320 MSL contour line
- The distances between the 315 and 320 MSL contour lines
- The 2000 ft. jurisdictional line for Tarrant Regional Water District
- Zoning district classification on land to be subdivided and on adjoining lands

**EXISTING CONDITIONS:**

Names of adjoining property owners or subdivisions and showing existing property lines, streets, alleys and other pertinent physical features

Acreage to be subdivided

Location of streams, lakes, and swamps, as pertinent, with direction of flow indicated

Location, width and names of all platted roads, railroads, utility rights-of way, easements, public areas, existing buildings, and structures

Delineation of existing sewer lines, water mains, drains, culverts, or other underground facilities within the tract or within the right-of-way of boundary roads, with pipe sizes and grades

Regulatory flood elevations and boundaries of flood-prone area. Indicate 100-year flood plain boundaries and floodway boundaries.

**PROPOSED CONDITIONS:**

1. Layout of roads with widths notes.

2. Layout of all lots, including building setback lines and lot divisions.

3. Utility easements, with widths noted.

**Acreage on all lots (Residential 1(one) acre net minimum lot size / Commercial 2 (two) acre net minimum lot size).**

4. Designation of all land to be reserved or dedicated for open space or recreational use.

5. Two (2) survey benchmarks – must be set by a professional engineer with a written description of the location

**Proper signature blanks for:**

County Judge

County Commissioners

County Clerk

Owner

Notary Public

TCEQ Authorized Agent (Tarrant Regional Water District or Navarro County)

City Official Seal (within ETJ)

**For Plats within 5,000 ft. of the Richland Chambers Lake:**

Tarrant Regional Water District Representative

Planning and Zoning Chairman and Vice Chairman

Mayor of any city exercising its Extra Territorial Authority

**Must be submitted with plat:**

Appropriate water, sewer, paving and drainage plans sealed by and engineer certified to practice in the State of Texas.

**Plat Fee:**

Subdivision of 5 lots or less           \$500.00

Subdivision of 6-20 lots               \$1,000.00

Subdivision in excess of 20 lots       \$1,500.00