

## Fannin County Development Checklist

### **Submit a Preliminary Plat and supporting documents:**

- Provide 4 copies of a preliminary plat prepared by a licensed surveyor to the Subdivision Planning Director. Please read the full description of Subdivision Regulations at [www.fannin.tx.us](http://www.fannin.tx.us) under the Quicklink “County Information, Organizations and Committees” to get a full description of what is required to be included on the Preliminary and Final Plats (Pages 13, 14).
- Provide an Overall Site Evaluation prepared by a Registered Sanitarian or Engineer to the Septic Inspector and the Subdivision Planning Director to verify that each of the lots in the subdivision is suitable for the use of On-Site Sewage Facilities (OSSF) (septic systems).
- Provide a letter from the area electric and water utility company to confirm that services will be provided to the subdivision and when such service will be available.
- Complete and submit a Development Application for plat approval with the plat fees.

\*\*\*The preliminary plat is reviewed and must be approved by the Commissioner’s Court prior to the approval of a final plat.

### **Submit a Final Plat and Construction Documents/Financial Guarantee:**

- Provide 4 copies of a final plat prepared by a licensed surveyor to the Subdivision Planning Director and one (1) mylar sheet.
- Provide 2 soil samples per plat. One at the beginning of the road and one at the end of the road.
- Provide 2 copies of a drainage study prepared by a licensed engineer or have Commissioner of that Precinct approve.
- Provide 2 copies of engineered plans for road and drainage improvements.
- Provide an original tax certificate from the Tax Collector to certify that there are no delinquent taxes.

Two options to choose from:

1. If you want the County to approve the final plat prior to the completion of all roads, drainage and utility improvements, then you are required to submit financial guarantee. This may be an irrevocable letter of credit, a bond or an escrow account with the County Treasurer. This financial guarantee must be for 100 percent of the costs of the improvements.
2. You may choose to delay final plat approval until after the satisfactory completion of all road, drainage and utility improvements and a financial guarantee is not required.