

## One time Severance Check List

Fee \$250

1. Provide proof of fully paid taxes, Tax receipt
2. Provide copy of survey. Digital preferred.
3. Provide a letter of intent from TX DOT stating that they will allow the necessary culverts and driveways, for FM roads and State Hwy's (Not necessary for County Roads, but culvert permits maybe necessary)
4. Provide a letter of intent 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.
5. Fill out application, Owner must sign application  
Upload to MGO: <https://www.mgoconnect.org/auth/clogin>
6. Pay fee

When all is present and correct Development services will present to commissioners Court

6. On approval from Commissioners Court Owner is to Sign Affidavit, it must be notarized, (I can notarize in the office for free) owner will File with the County Clerk.