

# Preliminary & Final Plat check list

## Preliminary Plat Checklist

Fee \$500 + \$50 per Lot + Engineer fees

1. Letter of approval from **Fannin County Environmental dept.** for the Plat OSSF Site Plan & supporting documentation prepared by a Registered Sanitarian to verify that each of the lots in the subdivision is suitable for the use of On-Site Sewage Facilities (OSSF) (septic systems).

Too include

- A. Overall site plan
- B. A topographic map
- C. A 100-year Floodplain map
- D. A soil survey
- E. Location of water wells
- F. Location of easements
- G. A comprehensive drainage plan
- H. A complete report detailing the types of OSSFs to be considered and their capability with the area-wide drainage and groundwater
- I. Other requirements, including Edwards Aquifer requirements that are pertinent to proposed OSSF.

**Fannin county Environmental Dept. 903-583-7495 email: [septicpermits@fanninco.net](mailto:septicpermits@fanninco.net)**

2. Provide proof of fully paid taxes, Tax Certificate.
3. Provide 2 paper copies and 1 digital copy of a drainage study prepared by a licensed engineer.
4. Provide a letter from the area **electric** and **water** utility company to confirm that services will be provided to the subdivision no easements are required and when such service will be available.
5. FM roads and State Hwy roads provide a letter or completed permit from TX DOT stating that they will allow the necessary culverts and driveways, not necessary for County Roads.
6. Provide 1 Digital and 4 Paper copies of a plat prepared by a licensed surveyor.  
Subdivision regulations: - Pages 13 & 14 (Plat sizes **18 X 24** and **24 X 36** only)  
<http://www.co.fannin.tx.us/page/fannin.developmentservices>
7. Complete and submit a Development Application for plat approval with the plat fees.
8. Complete and submit a Traffic study performed and stamped by licensed engineer
9. Civil engineering plans.
10. All Private road names must have a PR prefix in front of the Name i.e. PR Amy Way, PR Oak Road etc.

\*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:

\*\*Work on the site can **NOT** be started until the preliminary plat and Civil engineering has been approved.

# Preliminary & Final Plat check list

## Final Plat Checklist

Fees \$250 + \$50 per lot + Engineer fees

1. Provide 1 Digital, 1 Mylar & 4 paper copies of a final plat prepared by a licensed surveyor to the Subdivision Planning Director. (Plat sizes **18 X 24** and **24 X 36** only)
2. Provide 2 soil samples per plat. One at the beginning of the road and one at the end of the road.
3. Provide 2 copies of a drainage Plan prepared by a licensed engineer.
4. Provide 2 copies of engineered plans for road and drainage improvements.
5. Provide an original tax certificate from the Tax Collector to certify that there are no Outstanding taxes. (the County Clerk's office will require this at filing)  
**Please note Per Texas Property Code 12.002**  
If the plat, replat, or amended plat or replat is filed after September 1 of a year, the plat, replat, or amended plat or replat must also have attached to it a tax receipt issued by the collector for each taxing unit with jurisdiction of the property indicating that the **taxes imposed by the taxing unit for the current year have been paid** or, if the taxes for the current year have not been calculated, a statement from the collector for the taxing unit indicating that the taxes to be imposed by that taxing unit for the current year have not been calculated.
6. Complete application form, developer's contract and the appropriate plat review and inspection fees.
7. A copy of Covenants and restrictions & private road maintenance agreement
8. Road signage for private roads must be erected before approval of Final plat.
9. Proof that all utility easements are in place for the water and electric to be brought to the property.
10. Any other relevant permits

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, or a bond, 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. You will need to show written approval of the roads by your county commissioner. Road signage for private roads must be erected before approval of Final plat.

**Final Plat & Covenants and restrictions must be filed with the County Clerk's office with a copy of the current Tax Certificate showing \$0 owed for County Property Taxes.**