



HUNT COUNTY DEVELOPMENT OFFICE

2500 Lee Street, Room 107, Greenville, Texas 75401
Telephone: 903-408-4204 Fax: 903-408-4298 Email: btoole@huntcounty.net

Plat Submittal Checklist

- 1) 7 copies of the plat on paper (folded)
- 2) Completed plat application.
- 3) Letters of intent to provide service from the utility companies servicing the property.
- 4) Copy of the vesting deed for the property(s) being platted.
- 5) A check made payable to Hunt County for the platting fees. Platting fees are as follows:

Hunt County Plat Fees:

Preliminary Plat:	\$400.00, plus \$20.00 per lot
Final Plat:	\$400.00, plus \$40.00 per lot
Replat:	\$400.00, plus \$40.00 per lot
Replat Notification Fee:	\$1,000.00 deposit, unused funds to be refunded.
Variance Request:	\$250.00 for divisions creating 2 lots or less. \$500.00 for divisions creating 3 or more lots.
Amending Plat:	\$250.00

Any plans submitted are reviewed separately from the plat. Upon submittal of a plat requiring a Drainage Plan or Construction/Civil Plans, the plans are reviewed by County Development and the Hunt County Engineering Representative. Engineering Plan Review Fees are charged in addition to the plat fees.

Hunt County Engineering Plan Review Fees:

Construction/Civil Plan Review:	\$1,000.00 deposit up to 100 lots, subdivisions with more than 100 lots call for fee, Additional Review \$250.00
Inspection Fees:	\$60.00 per called inspection.

Plat Submittal Process

- 1) Submit fees, application, letters of intent, and paper copies of plat at Hunt County Development Office in the Commissioner's Office at the Courthouse. Please make an appointment at 903-408-4204
- 2) The plat and submitted items will be reviewed by Hunt County Development Personnel for completeness and adherence to the Hunt County Subdivision regulations. Corrections to the plat will be requested if necessary.
- 3) The plat will be placed on the next available Commissioner's Court Agenda.
- 4) Upon approval from the Commissioner's Court, the following will be required for recoding of the plat:
 1. 1 paper unfolded 18"x24" copy of the plat with owner's notarized signature and surveyor's signature and stamp.
 2. A current tax certification showing paid and up to date property taxes.
 3. A check made payable to Hunt County Clerk for \$65.00 for the first sheet and \$4.00 for each additional sheet/page. Tax Certificates will be recorded with the plat and will be charged as additional pages.
- 5) Upon receipt of all items, the Commissioner's Court, County Judge, and Health Department will sign the plat.
- 6) The plat may then be picked up and delivered to the Hunt County Clerk for recording.