

Tier One
SUBDIVISION APPLICATION CHECKLIST

The following tasks must be completed by the developer prior to filing any application for subdivision approval:

- _____ The developer shall request in writing a meeting with the Road and Bridge Administrator at least 15 days prior to the date of filing the application at the subdivision property, to visually inspect the property, review the developer's intentions, establish any special requirements for the plat application, and to discuss the application process. (§6.1)
- _____ Confirm whether the planned subdivision will be classified as Tier 1 or Tier 2. (§1.5)
- _____ Check the proposed subdivision name for conflicts. (§1.7)

The following items must be included in any application for approval of a Tier 1 subdivision:

- _____ A plat of the proposed subdivision in compliance with these regulations. (§7.1)
- _____ A plat and a survey depicting the subdivision must be submitted with each application.

A plat must contain, at a minimum, the following information on the face of the plat, or attached to the plat by referenced addendum:

- _____ Name and mailing address of the developer.
- _____ Name of the subdivision.
- _____ North directional indication arrow.
- _____ Location map showing the subdivision in relation to major roads, towns, cities, and topographic features.
- _____ A description of the exterior boundary of the subdivision by metes and bounds, which locates the subdivision with respect to a corner of the original survey of which it is a part ("corner of the original survey" refers to a properly monumented survey point as determined by the surveyor suitable to recognition as the original corner of the tract being subdivided by commonly accepted surveying practice).
- _____ Total area/acreage within the subdivision.
- _____ Total number of lots within the subdivision.

- _____ Area/acreage of roads, including:
- _____ Length of roads.
- _____ Street right-of-way widths.
- _____ The area/acreage of each lot.
- _____ The bearing and distance for each lot boundary line.
- _____ Areas dedicated for public use.
- _____ Rights-of-way or easements, including all alleys, drainage easements, and utility easements.
- _____ Proposed land use of all lots being subdivided, as follows:
 - a. Single family residential.
 - b. Multi-family residential.
 - c. Agricultural.
 - d. Commercial.
 - e. Dedicated for public use.
- _____ All 100-year floodplains.
- _____ Private road numbers for all roads or streets.
- _____ Lot and block numbers, arranged in a systematic order and shown on the plat in a distinct and legible manner.
- _____ 60 FT minimum road frontage on all lots.
- _____ If Subdivision access a TXDOT maintained road Documentation of approval of driveway/ road locations from TXDOT must be provided with plat application.

The survey must contain, at a minimum, the following information on the face of the survey or attached to the survey by referenced addendum:

_____ The real property records index information (instrument number or volume and page) and names of all current owners of property contiguous to the subdivision.

_____ The location of all existing permanent, man-made structures within the subdivision, including houses, barns, shacks, other buildings and structures, fences, walls, ponds and stock tanks.

_____ All major topographic features on or adjacent to the property as well as elevation contours at no greater than five-foot (5') intervals if in a floodplain, and no greater than twenty-foot (20') intervals if not in a floodplain.

_____ The approximate location of all wells, water, oil, and natural gas, when such wells are either visible and apparent or reflected in the applicable public records (whether maintained by the Texas Railroad Commission, TCEQ, or in the Official Public Records of Coryell County). If public records reflect that a well is capped or plugged, that information must be included as well.

_____ Six (6) reduced size (not to scale) copies of the plat. (§7.3(c)(2))

_____ A digital map or a certificate regarding the availability of a digital map. (7.3(c)(3))

_____ Plats must be based on a scale of not more than one inch (1") equals two hundred feet (200'). A plat must be drawn on paper measuring no less than eleven inches (11") by seventeen inches (17") and no longer than twenty-four inches (24") by thirty-six inches (36").

_____ If two or more pages are needed to depict a plat, a key (may be drawn to larger scale) showing the entire area must be drawn on the first page, and each page must be numbered in a way as to note its location within the set.

_____ A survey of the proposed subdivision in compliance with these regulations. (§7.2)

- a. The plat and survey must be prepared from an actual survey made on the ground by, or under the direct supervision of, a registered professional land surveyor, and their certificate to that effect must appear on said plat and survey.

_____ The land surveying firm's name and license number, address, and telephone number

_____ A certificate from the surveyor who prepared the plat and survey in substantially the form as Appendix D. (pg. 60)

_____ A developer must submit a plat application including detailed documentation of all infrastructure to be constructed in a subdivision, including plans, drawings, and statements of the estimated costs to make each category of proposed improvements (i.e. water, wastewater, drainage, roads, etc.).

_____ A plat application must include a construction schedule for each significant element of construction, including the start dates and completion dates.

_____ A description by the developer of the manner and means of providing drinking water, sewerage, and electrical service. (§6.3(c))

_____ All engineering specifications, drawings, and plans for infrastructure to be constructed comprising a plat application in compliance with these regulations. (§1.3(d))

_____ All applications shall be made in printed format and be accompanied by an electronic copy in PDF format, in accordance with Section 7.3.

_____ Two full-sized bound sets of construction plans shall be delivered to the Road and Bridge Department.

1. Requirements of construction plans:

- a. Plat,
- b. Control points on overview,
- c. Storm Water Pollution Prevention Plan, (SWPPP),
- d. SWPPP details,
- e. General notes,
- f. Drainage area map with lot lines and 2-foot contours in floodplain and 5-foot contours outside of floodplain,
- g. Typical sections,
- h. Drainage details,
- i. Roadway details,
- j. Cross section for every 200-foot,
- k. Cross section for every drainage structure that crosses the proposed road,
- l. Utility lay out, (including the location of any existing utilities),
- m. Detail showing all Areas of Special Flood Hazard and Regulatory Floodways,
- n. Geotechnical/Soils Testing Report, and
- o. Sign details (To include sign placement, and proposed speed limits).

_____ The placement of any structure within the regulatory floodplain shall be in accordance with the Coryell County Floodplain regulations.

_____ Flood plain application (if road or other structure is being built in the floodplain).

_____ Base flood elevation benchmark on the plat. (Ref 1.3 H.)

_____ Each developer must submit a written, affirmative acknowledgement of the requirements of this section (1.3) with their application.

_____ A certificate from each engineer confirming compliance of their specifications, plans, and drawings, in substantially the form as Appendix E. (pg. 61)

_____ A certificate from CTCOG confirming the private road names or numbers reserved for roads laid out in the subdivision. (§3.12)

_____ Cluster mailbox location on the plat.

_____ Tax certificates confirming that no property taxes are due and unpaid for the subdivision. (§6.3(f))

_____ A certificate from the developer confirming that approval of the application and filing of the plat does not mean that the County will be responsible for maintenance of subdivision roads and streets. (§3.4(e))

_____ If water, sewerage, and electricity are to be provided by a public utility, the developer must submit an executed public utility certificate in substantially the form as Appendix C. (pg. 59)

_____ If OSSF is included in the plat application, a certificate from the Coryell County Designated Representative stating that the subdivision plans comply with all applicable TCEQ rules, including housing density requirements, in substantially the form as Appendix F. (pg. 62)

_____ If fire hydrants or filler plugs are included in a plat application, a certificate from the public utility serving the subdivision to confirm sufficient water capacity is available to operate the fire hydrants or filler plugs. (§2.6)

_____ If water is provided to a subdivision by a public water system with adequate water capacity to support fire hydrants or filler plugs, fire hydrants or filler plugs must be installed, and shall have a proper hose connection every 750 feet to fit the equipment of the fire department serving the area of the subdivision.

_____ If fire hydrants or filler plugs are proposed to be installed in a subdivision in a plat application, the application must include a certificate from the public utility serving the subdivision to confirm sufficient water capacity is available to operate the fire hydrants or filler plugs.

_____ All fees due to the County for the filing of an application must be paid to the County Treasurer contemporaneously with the submission of the application. (Appendix N, pg. 71)

_____ Geo technical report. (Ref. 3.6)

_____ Site and soil survey for OSSF. (Ref. 2.3)

_____ Water availability study if applicable. (Ref. 2.2)

_____ Appendix G if applicable. (Certificate of Private Road Maintenance)

_____ Bond Paperwork

_____ If wells are being used a letter from Middle Trinity is required.