

CHECKLIST FOR A NEW SUBDIVISION 2025

NAME OF SUBDIVISION:	
DEVELOPER PHONE NUMBER/EMAIL	
DATE SUBMITTED:	
10 DAY RETURN DATE:	

INFORMATION ON MYLAR-SURVEYOR PROVIDES THIS ON THE MYLAR

1. Commissioners Court Block	29. Acreage
2. County Clerk Filing Block (Size 2 1/2X 4)	30. Lot Sizes •
3. ETJ Statement	•
4. Flood Plain Statement	•
5. Ground water certification	•
• Date Waiver Granted	•
6. Land Owner Dedication	•
7. Land Owner Notary	•
8. Legal Description	•
9. Lien Holder	•
10. Private or County Roads/Linear Feet	31. 911 Approval
11. North Marker	32. Fire Dept Approval
12. Scale (1"=200')	33. Road Bond
13. Surveyors Stamp/Name	34. SWD R-O-W
14. Utility Easements	35. Road Speed Limit
15. Vicinity Map	36. GIS Shape File
16. Developer Information	37. Flood Plain Data
17. Ground water study/Approval Date	38. Topographic
18. Culvert Sizing Information	39. Water Rights Notice
19. Water Source/Letter of Acknowledgement	40. Well Reports
20. Pipeline Designation	41. ETJ Release
21. Cemetery Identification	
22. Right of Way Dedication/Road Width	
23. Driveway Distances	
24. Temporary Signage/Cutting Roads	
25. Reflective House Numbers	
26. Private Road/Knox Box/Siren Controls	
27. Drainage Study	
28. Road Entrance/Boulevard Entrance	

BINDER INFORMATION-PROPERTY OWNER SUBMITS

FINAL PLAT

1. 6 Copies provided for review	
2. Application	
3. Paid receipt	
4. Copy of Deed-current owner	
5. Letter from 9-1-1	
6. Letter-Permitting Dept	SEE ATTACHED LIST
7. Deed Restrictions	\$26.00 1st Pg \$4.00 Add.
8. Letter from Post Office	
9. Letter from Electric Company	
10. Letter from School District	
11. Response from Fire Department	
12. Groundwater Certification Study	
13. Tax Certs Blue Copy Appraisal District	\$10.00 Page
14. Construction Letter Of Credit	
15. Signed Mylar	
16. Filing Fee Check for County Clerk	\$100.00 1st Pg
Purpose of Subdivision:	\$10.00 Additional Pg
Pre-Development Meeting Date:	
Pre-Development Meeting Attendants"	
Waivers Needed/Granted	
Checked by:	