

CHECKLIST FOR A REVISION 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
PRELIMINARY HEARING**

- | | | |
|---------------------------------|-------|--------------|
| 1. 6 Copies provided for review | _____ | |
| 2. Application | _____ | |
| 3. Affidavit | _____ | |
| 4. Paid Receipt | _____ | \$200.00 Fee |
| 5. Copy of Deed-current owner | _____ | |

FINAL HEARING

- | | | |
|--|-------|------------------------------|
| 5. Letter from 9-1-1 | _____ | |
| 6. Letter-Permitting Dept | _____ | SEE ATTACHED LIST |
| 7. Deed Restrictions | _____ | \$26.00 1st Pg \$4.00 Add. |
| 8. List of Property Owners | _____ | Obtained from PCAD |
| 9. Certified Cards/Letters | _____ | \$8.65 each Cert/Rest. |
| 10. Newspaper Copy | _____ | \$250-\$300 Cost |
| 11. Newspaper Affidavit | _____ | |
| 12. Green Card Returns | _____ | |
| 13. Tax Certificates Blue Copy From the Appraisal District | _____ | \$10.00 Page |
| 14. Signed Mylar | _____ | |
| 15. Filing Fee Check for County Clerk | _____ | \$100.00 1st Pg \$10.00 Add. |

PURPOSE FOR REVISION: _____

CHECKED BY: JAMIE TIERCE, COUNTY PLANNER