



ATTACHMENT A

(revised 7-24-2012)

Polk County, Texas Subdivision Regulations: Preliminary Plat Guidelines/Checklist

- _____ Developer must obtain current Subdivision Regulations from Precinct County Commissioner or website.
- _____ Developer must complete Application for Plat Approval prior to meeting with County Commissioner.
- _____ Developer must meet with the appropriate County Commissioner to discuss proposed subdivision design.
- _____ Determine if a Preliminary Engineering Report is required.
(Will be required for subdivisions with lots less than 5 acres that do not have access to public water and sewer service)
- _____ Prepare the Preliminary Plat as directed below.

Every Preliminary Plat must include:

- _____ Existing topographic contours at two-foot intervals for lots less than 5 acres; ten-foot intervals for all other subdivisions
- _____ Tangent lengths, centerline radii, names, and right of way dimensions for all proposed and existing streets
- _____ Proposed easements, existing easements & detention ponds
- _____ 100-Year Flood Zone Delineation from Local FEMA Map
- _____ Proposed approximate property line dimensions
- _____ Adjacent property, owner's name, address, deed record, or subdivision name, block & lot name
- _____ A transmittal letter containing name, address, telephone number and fax number for subdivision owner and engineer
- _____ City limits, surveys, section and county boundaries
- _____ Vicinity Map
- _____ Deliver to Precinct Commissioner with Polk County forms for OSSF and 911 addressing

- _____ Review Plat with County Permit Inspector and 911 Rural Addressing and obtain review forms
- _____ Submit the Preliminary Plat to County Commissioner (1 copy) and Engineer (1 Copy) for review at least 14 days prior to the next Commissioners' Court Meeting.
- _____ Review by Precinct Commissioner
- _____ Review by County Engineer (if required)
- _____ Address the comments and recommendations made by Precinct Commissioner and County Engineer
- _____ Preliminary Plat will be submitted to the County Commissioner's office with completed application for plat approval, including all required forms and this Attachment A, ten (10) days prior to the meeting for placement on the meeting agenda.
- _____ County Commissioner contacts County Judge for placement on court agenda
- _____ Prior to Plat approval the owner must pay scanning fee or provide a digital plat in .DWG format.
- _____ If the property lies within the ETJ of a city, the Owner shall comply with the platting procedures of the city, unless waived.

NOTES/COMMENTS:



ATTACHMENT B

Polk County, Texas Subdivision Regulations: Final Plat Procedures

Every final plat submission must include all of the items listed on the ATTACHMENT C - Final Plat Guidelines/Checklist. Since the County must approve or reject the submission within 60 days, it is the obligation of the developer to submit information, provide notices, and schedule hearings in adequate time to permit proper review by the County. If this is not done, the submission will be rejected and a new application must be filed.

_____ Preliminary Plat has been approved.

_____ After approval of the Preliminary Plat, the developer must make any changes noted with approval - if any are required.

_____ Submit Final Plat for review to the appropriate commissioner.

_____ If roads are completed, schedule inspection by Commissioner and obtain written approval of compliance with minimum road standards for submittal with application. If roads are not completed, obtain Bond or Letter of Credit in amount determined by Commissioner or County Engineer.

_____ Review by the Precinct Commissioner.

_____ Review by the County Engineer.

_____ Address the comments and recommendations made by the Precinct Commissioner and County Engineer.

_____ Prior to approval of plat, the owner must pay all review and scanning fees to the County Engineer and obtain proof of payment to include with submittal to County. (In lieu of scanning fee, a digital file of the plat in .DWG format may be provided.)

_____ Obtain written approval for submission from County Engineer, stating compliance with all submittal requirements is met.

_____ Written approval by the County Engineer, the plat originals (2 mylar), plat copies (3) and the completed application with all attachments including proof of payment to Engineer, will be submitted to the County Commissioner's office no later than ten (10) days prior to the next Commissioner's Court meeting for placement on the meeting agenda for Commissioner's Court approval. (County Commissioner shall notify County Judge for placement of plat approval on Court Agenda.)

_____ If the property lies within the extraterritorial jurisdiction of a city then the owner shall comply with the platting procedure of the city, unless said city has waived jurisdiction by Interlocal Agreement.

NOTES/COMMENTS:



ATTACHMENT C

Polk County, Texas Subdivision Regulations: Final Plat Guidelines/Checklist

Every Final Plat must include:

_____ Owner's and any lien holder's dedication and restrictions, if any, duly acknowledge in the manner required for acknowledgement of deeds.

_____ *For road widening and drainage purposes the landowner may dedicate either the fee interest in the property or a right-of-way easement for road widening and drainage improvements at the landowner's option.*

_____ *Right-of-way easements for widening roadways or improving drainage must be accompanied by a plat note as found in Section C.1 of the Polk County, Texas Subdivision Regulations (PCSR) placing the burden of maintaining the property upon the landowner until road or drainage improvements are actually constructed on the property.*

_____ *The plat must also contain the note as found in Appendix C, Section C.2 of the PCSR*

_____ A plat note as found in Appendix C, Section C.3 of the PCSR, stating that dedication of all public roadways and easements shall be accomplished free of liens except those liens stated in Section 5.2.

_____ *Any required release of liens shall be provided to the Commissioners' Court*

_____ Perimeter field notes certified by a Registered Professional Land Surveyor, beginning point to recite approximate bearings and distances to a corner of the original land grant survey of which the subdivision is a part (according to the best available data.)

_____ *All lot and block monumentations will be set by a registered professional surveyor before recordation of the plat.*

_____ All easements of record that have designated route shall be shown on the plat.

_____ *The developer will be responsible for coordinating with all utility providers the location of all public utility easements that are shown on the final plat.*

_____ The plat shall show the location of the 100 year floodplain as identified on the most current Polk County Flood Hazard Boundary Map (FHBM), published by the Federal Emergency Management Agency.

The plat shall either show the location of special flood hazard areas identified by an engineering study under the seal of a Registered Professional Engineer for those water courses whose basin is larger than Professional Engineer for those water courses whose basin is larger than 64 acres or show a 100 foot building setback from the centerline of the water course or a building line or the O.S.S.F. setbacks required by the Health Department which ever is greater.

The placement of an elevation benchmark with the location, description and elevation of the benchmark is required to be identified on the face of the plat, where available.

The elevation of this benchmark shall be tied into a benchmark shown on the FIRM panel, if available.

The plat shall designate all easements of public record

Minimum first floor elevations for buildings shall be identified on each lot that is adjacent to the 100 year floodplain.

A plat note as found in Appendix C, Section C.4 of the PCSR for Commissioners' Court approval, including authorization for the County Clerk to file the plat for the record as found in Appendix C, Section C.5 of the PCSR.

These notes are to be located in the lower right hand corner of the last sheet of the plat.

A statement of the length of each street in the proposed subdivision and its design speed.

Approval of the incorporated city when the subdivision is within the extraterritorial jurisdiction of that city, unless the city has waived jurisdiction by Interlocal Agreement.

A statement from the owner acknowledging that it is the responsibility of the owner, not the County, to assure compliance with the provisions of all applicable state, federal and local laws and regulations relating to the environment, including but not limited to, the Endangered Species Act, state Aquifer Regulations, and municipal watershed ordinances.

this shall be part of the owner's dedications statement on the face of the plat.

Lots will be minimum of 30 feet in width as measured 25 feet from the front property line and front on a public street.

*any lot that could potentially be re-subdivided shall have a minimum frontage of 50 feet.
all parcels within the boundary of the subdivision will have a block and lot number.*

A signature block as found in Appendix C, Section C.6 of the PCSR on the plat for approval by the Polk County Permit Inspections, showing that they have examined the plat and that it is in compliance with the Polk County:(Construction Standards for On Site Sewage Facility Regulations (TCEQ), Floodplain Management Regulations for Polk County, Regulations of the Aquifer).

This signature block must be signed by a representative of the District prior to final plat approval.

_____ Survey ties across all existing right-of-way located adjacent to the boundary of the subdivision.

_____ *Each tie shall show the bearing and distance from a proposed property pin to an existing property pin or fence if a pin cannot be found.*

_____ *Based upon this tie, an approximate right-of-way width shall be shown.*

_____ A signature block on the plat for street name and addressing approval by the Polk County 911 Addressing Coordinator.

_____ It is the responsibility of the Owner to assure that the proposed name of the subdivision is not duplicated.

_____ *The owner shall check with the County Clerk's records for verification*

Attached Engineer Report

_____ Certification by a Registered Professional Engineer under his or her professional seal that all engineering for road and drainage within the subdivision have been completed with these Regulations, including the Engineering Guidelines incorporated as Appendix B, and with all generally accepted engineering standards.

_____ *The owner may defer this certification by meeting the security requirements of Section 5.2 or Section 5.3 of the PCSR.*

_____ An attached letter of serviceability from an entity or entities providing water service or a letter from the Owner stating that no service is available within 300 feet of the subdivision and certifying that the lots are suitable for private wells.

_____ An attached original tax certificate from each taxing unit with jurisdiction of the real property.

_____ *an affidavit that the property described in the plat is within the tract described in the certificates*