

Application for Plat Approval
 Polk County Commissioner's Court
 (Please print or type and submit in duplicate)

(Note: Plat applications will only be accepted for consideration every Wednesday between 8:00 AM - 12:00 PM and 1:00 PM - 4:30 PM in the County Judge's Office – 101 W. Church Street, Ste. 300, Livingston, TX 77351. Incomplete applications and those submitted outside of the normal acceptance day will be returned to the Applicant for resubmittal on the next available date.)

PLAT NAME: _____

(Need the complete subdivision name, section – and if replat, use replat number)

COURT ACTION REQUESTED: (Check One)

Final	Replat	Amending	Partial Replat
--------------	---------------	-----------------	-----------------------

PLAT LOCATION: E.T.J. _____ Name of Survey(s) & Abstract No(s). _____

Geographic Location (Major St.):

North of _____ East of _____

South of _____ West of _____ School District _____

Commissioner Precinct # _____ Contact made with Commissioner? YES _____ NO _____

PLAT DATA Plat Type: (Check the appropriate box after each description)

Single Family Residential Detached _____	Special Lot Subdivision _____
Street Dedication _____	Other _____ Explain _____
Apartment _____ Commercial _____	Industrial _____ Replat _____ S.P.O. _____

NEW DEVELOPMENT

FOR REPLAT ONLY

<u>Proposed</u>	<u>Existing</u>	<u>Proposed</u>
Water/Sewer Utilities _____	_____	_____
Total No. Acres _____	_____	_____
Tract / Blocks _____	_____	_____
D.U.s / Lots _____	_____	_____
Acres in Reserve _____	_____	_____
Typical Lot Size _____	_____	_____
Street Footage _____	_____	_____
Parking Provided _____	_____	_____

PLANNED IMPROVEMENTS

<u>Streets:</u>	Public _____ Private _____	Concrete C&G _____	Open Ditch _____
<u>Storm Sewers:</u>	Storm Sewer _____	Open Ditch _____	Combination _____
<u>Sanitary System:</u>	City _____	Septic Tanks _____	District _____
<u>Water System:</u>	City _____	System _____	Private Wells _____ District _____
<u>Is a Preliminary Engineering Report Required</u>	YES _____	NO _____	

Continued on Next Page

IDENTIFYING INFORMATION

Owner of Record:

Name: _____

Company Name: _____

Address: _____

Phone / Email: _____

Developer:

Name: _____

Company Name: _____

Address: _____

Phone / Email: _____

Architect or Engineer:

Name: _____

Company Name: _____

Address: _____

Phone / Email: _____

Applicant (Person responsible to receive communications regarding the plat application):

Name: _____

Company Name: _____

Address: _____

Phone / Email: _____

CERTIFICATION

This is to certify that the information on this form is **COMPLETE, TRUE and CORRECT** and the undersigned is authorized to make this application.

_____ Signature of Applicant

_____ Date Submitted

Appendix A

PLAT APPLICATION GUIDELINES

1. Developer must obtain current Subdivision Regulations from Precinct County Commissioner or website.
2. Developer must complete Application for Plat Approval prior to meeting with County Commissioner.
3. Developer must meet with the appropriate County Commissioner to discuss proposed subdivision design.
4. 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 or sewer service, design of culverts or design of drainage channels or ditches.)
5. Developer must meet with County Permit Inspector (Appendix H) and with 911 Rural Addressing (Appendix I) prior to preparing the Plat.
6. Prepare the Plat as directed in Section 7 and the Subdivision Platting Checklist (see Appendix B).

Submit the Plat with Application (2 copies) to the County Judge's Office at least 14 days prior to the next Commissioners Court meeting: Plat shall consist of (1) 18" x 24" Translucent Bond Medium Paper copies, printed in black ink on white material, (4) Copies, and (1) PDF copy on CD or Flash Drive. Applications will only be accepted on Wednesdays from 8:00 AM - 12:00 PM and 1:00 PM - 4:30 PM.

The Plat & Application will be reviewed by the Precinct Commissioner and County Engineer.

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

If the property lies within the ETJ of a city, the Owner shall comply with the platting procedures of the city, unless waived.

Appendix B

POLK COUNTY SUBDIVISION PLATTING CHECKLIST

*Denotes items which must be shown on signed plat.

**Denotes items which must be shown on signed plat if applicable.

***Subdivision name:** _____

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Survey name(s), Abstract number(s), and Line(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Lot & Block Numbers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*All Lot Dimensions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Acreage, to two decimal points, of all lots and tracts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	**Proposed street names, pre-approved by the 9-1-1 Coordinator. [Location for street address signage will be furnished by Polk County in accordance with applicable regulations.]
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	**Street right-of-way widths.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	**Tangent lengths, centerline radii, names, and right of way dimensions for all proposed and existing streets.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	**Areas proposed for recreational use, i.e., courses parks, greenbelts, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	**Transfer of rights-of-way or easements, including any alleys and/or utility easements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed land use of all lots being subdivided, if not residential.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Real Property Record volume and page reference and names of all current owner or subdivision name/lot/block of contiguous property surrounding the proposed subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Land use of all contiguous tracts, i.e., undeveloped, subdivided, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All major topographic features on or adjacent to the property as well as elevation contours at no greater than one-foot (1') intervals if in a floodplain, and no greater than five-foot (5') intervals if not in a floodplain. Elevation contours are not required for a Minor Subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Areas of Special Flood Hazard as shown by the current Flood Hazard Boundary Maps as authorized by FEMA. Each tract shall be inspected

and flood plain determination made on its own merits. If no areas of Special Flood Hazard are present in the subdivision, so state in notes.

- A comprehensive Flood Plain and Drainage assessment including a 100-year floodplain map and a complete assessment as required by the Texas Commission on Environmental Quality and all applicable state statutes.
- **Master Development Plans [If the subdivision is a portion of a larger tract of land, the exterior boundary of the parent tract shall be shown on the Plat with future plans for the remaining property noted. If the parent tract is larger than 320 acres, the Plat may be prepared at a scale no smaller than one inch (1") equals one thousand feet (1000'), with the area proposed to be subdivided detailed at a scale no smaller than one-inch equals two hundred feet (1" =200').]
- *North directional indication arrow.
- *Vicinity or Location map showing the proposed subdivision in relation to major roads, towns, cities, and topographic features.
- *Names and addresses of the current owner/subdivider/developers of the subdivision property, including Real Property Record volume and page references.
- *Name and address of the proposed owner/subdivider/developer.
- *Total acreage within the proposed subdivision.
- *Total number of lots.
- **Total area within road rights-of-way and length of roads.
- **Statement that streets within the subdivision may not be accepted into the county maintenance inventory and are the responsibility of the owner/subdivider/developer or Home Owners Association until formally accepted for maintenance by the County under separate Order.
- *Name of proposed subdivision, said name shall not conflict in spelling, pronunciation, or in any way with the name of any other subdivision within Polk County, unless the proposed subdivision is contiguous to an existing subdivision and is an additional phase of that development.
- **Names of roadways, said names shall not duplicate any other streets within Polk County unless they are extensions of said streets, and comply with requirements of 9-1-1 addressing regulations.

- **Statement from Surveyor or Engineer regarding presence of wells (water, oil, and natural gas). If wells are present, location of all wells and a statement that all unused wells are capped or plugged.
- *Name and address of a properly licensed Texas surveyor, with seal of said surveyor, of all survey points actually conducted upon the ground.
- **Name and address of a properly licensed engineer, under seal of said engineer, certifying all design/engineering requirements of these regulations.
- Location and size of all proposed drainage structures.
- **Location, size, and proposed use of all easements required for the proper drainage and/or utility service.
- *Statement that “This property [is/is not] located within the municipal limits or ETJ boundaries of any community”.
- *Statement of how utilities will be provided to the development, including names of utility companies, and a written statement from the respective utility that it is able to provide such services to the development. i.e. water, sewer, power, etc. If none are available, a statement so indicating shall be placed on the plat.
- *Description of monument used to mark all boundaries, lot, and block corners, and all points of curvature and tangency on street rights-of-way.
- **Driveway restrictions necessary to meet TxDOT location requirements.
- An attached original tax certificate from each taxing unit with jurisdiction of the real property indicating that no delinquent ad valorem taxes are owed on the real property.

Certification from a licensed professional engineer regarding the method for providing:

- Connection to an existing public water or sewer system;
- Creating a new public water or sewer utility that complies with requirements of the Texas Commission on Environmental Quality (TCEQ); or
- Installing wells that meet public drinking water standards or septic systems that meet on-site sewerage facility requirements of the state;
- A statement that the water and wastewater facilities will accommodate ultimate development of the tracts for a minimum of 30 years.

Appendices

- *Appendix C - Acknowledgement and certificate of dedication by the Owner/subdivider/developer
- *Appendix D – Certificate of Recording (if applicable)
- *Appendix E – Water Supply Certificate
- *Appendix F – Certificate of Surveyor
- **Appendix G – Certificate of Engineer
- Appendix H – Certificate of OSSF Inspector’s Approval
- Appendix I – Subdivision and/or Road Name Add/Change Request Form
- **Appendix J – Certificate of Road Maintenance
(when roads are to be retained as private roads)
- **Appendix K – Certificate of County Road Maintenance Disclaimer
- *Appendix L – Certificate of County Approval of Plat
- Appendix M – Permit to Construct Driveway in County RoW
- **Appendix N – Lienholder’s Acknowledgement
- **Appendix O – Revision to Plat
- Appendix P – Notice of Utility Installation in County RoW
- Appendix Q – Plans and Specifications for Cattleguard
- Appendix R – Cross Section Road Standards
- Appendix S – Summary of Road Standards
- Appendix T – Development Fees
- Appendix U – Affidavit for Recordation of Tax Certificate

Signature of Reviewer

Date of Review

ADDITIONAL REQUIREMENTS (Next Page):

ALL ITEMS ON THIS CHECKLIST MUST BE SUBMITTED TO THE COUNTY JUDGE'S OFFICE FOR THE APPLICATION TO BE CONSIDERED COMPLETE.

PLAT APPLICATIONS WILL ONLY BE ACCEPTED FOR CONSIDERATION EVERY WEDNESDAY BETWEEN 8:00 AM - 12:00 PM AND 1:00 PM – 4:30 PM IN THE COUNTY JUDGE'S OFFICE – 101 W. CHURCH STREET, SUITE 300, LIVINGSTON, TX 77351.

INCOMPLETE APPLICATIONS AND THOSE SUBMITTED OUTSIDE OF THE NORMAL ACCEPTANCE DAY WILL BE RETURNED TO THE APPLICANT FOR RESUBMITTAL ON THE NEXT AVAILABLE DATE.