

SUBDIVISION APPLICATION CHECKLIST

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

- ✓ Meet with the Precinct Commissioner and Development Officer at least 15 days prior to the date of filing the application of 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.
- ✓ Confirm whether the planned subdivision will be classified as First or Second Tier.
- ✓ Check the proposed subdivision name for conflicts or similarly named subdivision that is not a subsequent phase of an existing subdivision.

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

- ✓ A plat of the proposed subdivision in compliance with these regulations.
- ✓ Six (6) reduced size (not less than letter sized) copies of the plat.
- ✓ A digital map or a certificate regarding the availability of a digital map.
- N/A A certificate from the Upper Trinity Groundwater Conservation District that the proposed subdivision will have adequate water availability.
- ✓ A survey of the proposed subdivision in compliance with these regulations.
- ✓ A certificate from the surveyor who prepared the plat and survey in substantially the form as Appendix E.
- ✓ A description by the developer of the manner and means of providing drinking water, sewerage, roads, electricity, and drainage structures.
- N/A All engineering specifications, drawings, and plans for infrastructure to be constructed comprising a plat application in compliance with these regulations.
- ✓ A certificate from each engineer confirming compliance of their specifications, plans, and drawings, in substantially the form as Appendix F.
- N/A A certificate from NORTEX confirming the road names or numbers reserved for roads laid out in the subdivision.
- ✓ Tax certificates confirming that no property taxes are due and unpaid for the subdivision.

N/A

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

N/A

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 D.

N/A

If water is to be provided by private well, a Disclosure Statement shall be provided to the buyer prior to closing disclosing the nature of provision of water, together with certification of water availability and quality.

N/A

If OSSF is included in the plat application, a certificate from the Montague County OSSF Inspector or Development Officer stating that the subdivision plans comply with all applicable TCEQ rules, including housing density requirements or lot frontage, street width and all-weather capacity to handle emergency vehicles.

N/A

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.

✓

All fees due to the County for the filing of an application must be paid to the County Clerk contemporaneously with the submission of the application.

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

_____ A plat of the subdivision showing the area/acreage of each lot or tract. Lots must have a minimum of sixty (60') feet of frontage to the adjoining street.

_____ Certificates from the developer confirming the following:

_____ Availability of water and sewage service.

_____ Compliance with set-back lines.

_____ Disclosure and Dedication of all necessary utility easements.

_____ Confirming the installation of culverts in compliance with the County ordinance on culverts.

_____ If OSSF is proposed for the Second Tier subdivision, a certificate from the Montague County OSSF Inspector or Development Officer stating that the subdivision plans comply with all applicable TCEQ rules, including housing density requirements, street width and all-weather capacity to handle emergency vehicles.

_____ A survey that shows sufficient topographic information adequate to demonstrate that the proposed subdivision will adequately drain and that any proposed development will not alter the natural flow of water to adjoining properties.

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After an application is approved, the developer must:

✓

File a plat of the proposed subdivision in compliance with these regulations.

N/A

Meet with the Precinct Commissioner to review all materials used in constructing roads in the subdivision.

N/A

Ensure that the work described in the plat application is completed in a good and workmanlike manner, in accordance with these regulations, the plat application, and any conditions of the order approving the application.

N/A

Advise the Precinct Commissioner of the status of construction prior to expiration of any construction deadline.

✓

All fees due to the County for an approved application must be paid to the County Clerk no later than ten (10) days after the approval of the application.

N/A

Submit proof of any required financial security to the Precinct Commissioner no later than thirty (30) days after the approval of the application.