



**WILLACY COUNTY
PRELIMINARY PLAT CHECKLIST FOR ALL DIVISIONS**

These checklists have been developed by Willacy County to help the Sub-divider comply with the minimum subdivision rules and regulations set forth by state statute for subdivisions and to help record the progress of preliminary or final plat and its associated information and to ensure documents meet legal requirements.

A Letter of application/authorization, addressed to the County Judge and signed by the Sub-divider (Owner) indicating:

- _____ 1. Name of proposed subdivision.
- _____ 2. Name, address, phone number of Sub-divider(s).
- _____ 3. Utilities: List names of water, solid waste, electric and wastewater providers. If wastewater service is not available list type of proposed on-site sewerage system.
- _____ 4. Name, address, phone number of responsible Engineer and Surveyor.
- _____ 5. Type of proposed development (residential/commercial).

Submit the following documents with application/authorization letter.

- _____ 6. Preliminary drainage report prepared, signed and sealed by Licensed Professional Engineer.
- _____ 7. Tax certificates from taxing entities dated a maximum of thirty (30) days prior to submittal of preliminary plat indicating no taxes are owed.

B Fees

Submission Fee:	\$ 50.00
Preliminary Plat Review Fee:	\$350.00
Additional Fees	
1. _____ Lot x \$100.00 / per lot:	\$ _____
2. TOTAL FEE:	\$ _____

Paid By: _____ Date: _____
Received By: _____

C. Preliminary Plat Requirements

- _____ 1. Plat drawn to a minimum scale of 1" = 100'.
- _____ 2. Presented on 24" x 36" sheets.

Quantity

- _____ 1. Submit three (3) complete sets of copies of preliminary plat.
- _____ 2. Submit one (1) copy of preliminary plat in pdf format.

Required Supporting Information

- _____ 1. Name, address and telephone number of the sub-divider and authorized agent(s) responsible for the presentation of the plat.
- _____ 2. Name, address and telephone number of Engineer and Surveyor.
- _____ 3. Legal description, acreage and name of proposed subdivision (verify this is not a duplicate name).
- _____ 4. The boundary of the subdivision indicated by a heavy line and described by bearings and distances.
- _____ 5. Description of primary control points used as references and lot and block numbers.

Topographic Features (to include 150 feet outside property boundary)

- _____ 1. Name, location, dimensions, and description of existing streets (right-of-way), alleys, easements and public / private encumbrance.
- _____ 2. Location, dimensions, description and flow line of existing watercourses, drainage and irrigation structures and any required cross-sections.
- _____ 3. Name, location, dimensions, and description of existing lots, public areas, structures (i.e. houses, fences, etc.) and utilities (sewer, water, gas, cable, telephone and electric). Include volume and page information for all properties within 150 feet outside the property boundary.
- _____ 4. Scale and north arrow 1" = 100'.
- _____ 5. Spot elevations on 100 ft or appropriate grid, with one (1) foot contour lines.
- _____ 6. Date of preparation of plat.

- _____ 7. Identification code, location, description and elevation of the U.S.C. & G.S. benchmark used in survey.

Proposed Lots

- _____ 1. Number identifying proposed lots and blocks.
- _____ 2. Setback lines described or shown graphically.
- _____ 3. Location of any City's corporate limit line or extra territorial jurisdiction line.
- _____ 4. Proposed topographic changes noted.
- _____ 5. Vicinity map, (a minimum scale 1" = 2,000'), showing streets, (with names), city limits and their ETJ and any other major land features.
- _____ 6. Net Area (gross area less easements) of lots to the nearest 1/100 of an acre.
- _____ 7. Limits of flood hazard areas and the proposed floor elevation of buildings within flood hazard areas on each lot.
- _____ 8. Dimensions, bearings and distances of the proposed lots and centerlines.
- _____ 9. Road right-of-way meets minimum county and city standards.

Preliminary Drainage Report (Minimum Requirements)

- _____ 1. Flood Zone Map indicating location of subdivision boundaries.
- _____ 2. Contour map illustrating drainage basin the subdivision is part of and location of the subdivision. Contour map shall also show streets, (with names), ditches, general drainage flow direction to ultimate outfall, city limits and their ETJ and any other major land features.
- _____ 3. Flow capacity calculations of all existing watercourses and drainage structures within the subdivision to the proposed final outfall.
- _____ 4. Drainage calculations prior to and after development and increase runoff of drainage area.
- _____ 5. Evaluate and confirm that the course to the proposed final outfall drainage is adequate for the flow from the subdivision combined with the flows of other drainage contributors within the drainage basin.
- _____ 6. Provide drainage in the subdivision to avoid concentration of storm drainage water from each lot to adjacent lots (show preliminary proposed drainage flow).

Court Action

Date of Agenda Request: _____

Date of Commissioners Court Action: _____

Action Taken: Denied \ Approved

Letter of Notification to Sub-divider & Engineer: _____

Note: Sub-divider shall have a one (1) year period from the date of approval of preliminary subdivision plat to finalize approval of final subdivision plat. If subdivision approval process is not completed within the one (1) year period, then all approvals shall become void.

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**WILLACY COUNTY
FINAL PLAT CHECKLIST FOR ALL DIVISIONS**

These checklists have been developed by Willacy County to help the Sub-divider comply with the minimum subdivision rules and regulations set forth by state statute for subdivisions and to help record the progress of preliminary or final plat and its associated information and to ensure documents meet legal requirements.

FINAL PLAT CHECKLIST

A. General Information Required

- _____ 1. Name of subdivision.
- _____ 2. Letter of application/authorization submittal date.
- _____ 3. Legal description, acreage and name of the proposed subdivision.
- _____ 4. Name, address and telephone number of the sub-divider and authorized agent responsible for the preparation of the plat.
- _____ 5. A letter of title opinion signed and dated a maximum of thirty (30) days prior to submittal of the final plat.
- _____ 6. Tax certificates from taxing entities dated a maximum of thirty (30) days prior to submittal of final plat indicating no taxes are owed.

B. Fees

Submission Fee:	\$	50.00
Final Plat Review Fee:	\$	350.00

Additional Fees

1. _____ Lot x \$ 100.00 / per lot: \$ _____

Construction Improvements Plan Review
2. _____ Lot x \$ 50.00 / per lot: \$ _____

County Construction Inspection Services
3. _____ Lot x \$ 50.00 / per lot: \$ _____

TOTAL FEE: \$ _____

Paid By: _____

Date: _____

Received By: _____

C. Final Plat Requirements

_____ 1. Plat drawn to a minimum scale of 1" = 100'.

_____ 2. Presented on 24" x 36" sheets.

Quantity:

_____ 1. Submit three (3) paper copies of final plat.

_____ 2. Submit one (1) copy of final plat in pdf format.

_____ 3. Submit one (1) mylar copy of final plat for recording at the County Clerk's Office.

Required Supporting Information

_____ 1. Statement of conformance.

_____ 2. Utility provider letters (Water, Wastewater, Electricity, Gas, etc.).

Letter of Service Availability and/or Signature of the utility provider on Final Plat stating that service is available to the proposed subdivision upon request and agreeing to the existing and proposed easements.

_____ 3. Street and drainage plans with specifications.

_____ 4. Water and sewer plans.

Existing Features (to include 150 feet outside boundary)

_____ 1. Describe the subdivision by metes and bounds.

_____ 2. Locate subdivision to an original corner of an original survey. Identify commencing point and point of beginning.

_____ 3. Numbers identifying proposed lots and blocks.

_____ 4. Name, location, dimensions, and description (purpose) of existing streets (right-of-way), alleys, easements, and public / private encumbrances.

_____ 5. The exact location, dimensions (bearing and distances) and description of any proposed streets (right-of-way), alleys, easements, parks or any other public dedication.

_____ 6. Concrete monuments at block corners with plastic caps; min 0.5" steel rods at lot corners.

_____ 7. Identify and dedicate unobstructed easements.

_____ 8. Submit drainage plan.

- a. Avoid concentration of storm drainage water from each lot to adjacent lots (show grading of lots).
- b. Provide positive drainage away from all buildings.
- c. Provide remedies for any drainage problems (regrade/enlarge roadside ditches, provide detention, etc.) and provide calculations.
- d. Show drainage areas and provide runoff computations and hydraulic design for all drainage areas to the final outfall.
- e. If area is within a floodplain, provide documentation how it will be removed from floodplain.
- f. Provide erosion control plan.
 - Submit copy of Notice of Intent (NOI).
 - Submit a complete Storm Water Pollution Prevention Plan (SWP3).

_____ 9. Certification by Surveyor or Engineer describing any area(s) of the subdivision in a Floodplain or stating that no area is in a Floodplain (describe flood zone).

This subdivision lies within:

FLOOD ZONE _____ as per FIRM Panel No. _____ Date/Revised _____

_____ 10. Date of variance granted by Commissioners Court (if applicable).

_____ 11. Restrictive subdivision covenants (if applicable).

D. Certification / Approval Signatures

Approval signature blocks for the following shall be included in the preliminary and final subdivision plats submitted. Note: final approval signatures shall be no more than six (6) months prior to the submission of the final plat filing document. Use only bold permanent black ink pens for signatures. Faded signatures will not be accepted.

- _____ 1. County Judge
- _____ 2. Owner's Acknowledgement
- _____ 3. Notary's Acknowledgement
- _____ 4. Lien Holder's (if applicable)
- _____ 5. Engineer's Certification
- _____ 6. Engineer's Seal & Signature
- _____ 7. Surveyor's Certification

- _____ 8. Surveyor's Seal & Signature
- _____ 9. Tax Assessor Collector Signature
- _____ 10. Drainage District's Certification (if within a drainage district)
- _____ 11. Irrigation District's Certification (if within an irrigation district)
- _____ 12. County Engineer's Certification
- _____ 13. County Building Official's Certification
- _____ 14. City Approval (if within City ETJ)

E. Construction Plans for Improvements

<u>Yes/No or N/A</u>	<u>Plans Submitted</u>	<u>Approved for Construction</u>
_____ 1. Water	_____	_____
_____ 2. Sewer	_____	_____
_____ 3. Streets	_____	_____
_____ 4. Drainage	_____	_____
_____ 5. Other	_____	_____

F. FINANCIAL GUARANTEES

- 1. Construction (Irrevocable Letter of Credit, Conditional Guarantee, Trust Agreement or Performance Bond)

Type of guarantee provided \$ _____
 Engineers Cost Estimate \$ _____
 Bond Amount \$ _____
 Expiration Date _____

- 2. Maintenance Bond (15% of total road construction cost)

Road Construction Amount \$ _____
 Bond Amount \$ _____
 Expiration Date _____

Court Action

Date of Agenda Request: _____

Date of Commissioners Court Action: _____

Action Taken: Denied / Approved

Letter of Notification to Sub-divider & Engineer: _____

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DIVISION A CHECKLIST - COMMERCIAL DEVELOPMENT

A. Verification of Division A Applicability

_____ 1. Division B does not apply (non-residential/commercial).

B. Additional Requirements

_____ 1. Compliance with certain Model Subdivision Rules.

_____ a. Note stating lots are restricted for non-residential use.

_____ b. Water well Requirement

_____ Results of water analysis conducted by an independent testing laboratory for water well installation and shall be in compliance with TCEQ requirements and Texas Water Development Board with respect to water quality and quantity.

_____ A water report prepared by a licensed engineer registered to practice in the State of Texas or a geoscientist licensed to practice in the State of Texas.

_____ Certify that adequate groundwater is available for the subdivision.

_____ Results of soil analysis conducted by an independent testing laboratory for OSSF design.

_____ 2. Purchase contract between Sub-divider and purchaser.

_____ 3. Financial guarantee for road and drainage improvements (if applicable).

_____ 4. Drainage note: "All lots within the subdivision will require on-site detention".

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DIVISION B CHECKLIST

A. Verification of Division B Applicability

_____ 1. Residential lots less than ten (10) acres.

B. Additional Requirements

_____ 1. Document containing a description in English and Spanish of the proposed water and sewer facilities and roadways and easements dedicated for the provisions of above facilities and date by which the facilities will be fully operable.

_____ 2. Documents prepared by a Licensed Professional Engineer in the State of Texas certifying that water and sewer facilities are in compliance with the Model Rules adopted under Section 16.343 of the Water Code and certified estimate of cost to install above facilities.

_____ 3. Identify the topography of the area.

_____ 4. Certification that the Sub-divider has complied with the requirements of Section 232.032 of the local government code.

_____ 5. Shall conform to requirements listed in Model Rules Checklist.

_____ 6. Purchase contract between Sub-divider and purchaser.

_____ 7. Results of soil analysis conducted by an independent testing laboratory for OSSF design.

_____ 8. Results of water analysis conducted by an independent testing laboratory for water well installation and shall be in compliance with TCEQ requirements and Texas Water Development Board with respect to water quality and quantity.

(Continued On Next Page)

DIVISION C CHECKLIST (When Division A or B does not apply)

A. Verification of Division C Applicability

_____ 1. Residential lots less than (5) five acres.

B. Additional Requirements

_____ 1. Document containing a description in English and Spanish of the proposed water and sewer facilities and roadways and easements dedicated for the provisions of above facilities and date by which the facilities will be fully operable.

_____ 2. Documents prepared by a Licensed Professional Engineer in the State of Texas certifying that water and sewer facilities are in compliance with the Model Rules adopted under Section 16.343 of the Water Code and certified estimate of cost to install above facilities.

_____ 3. Identify the topography of the area.

_____ 4. Shall conform to requirements listed in Model Rules Checklist.

_____ 5. Results of Soil analysis conducted by an independent testing laboratory for OSSF design.

_____ 6. Results of water analysis conducted by an independent testing laboratory for water well installation and shall be in compliance with TCEQ requirements and Texas Water Development Board with respect to water quality and quantity.

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Model Rules Checklist

A. APPLICABILITY OF MODEL RULES

Landowner divides tract outside city limits in any manner that creates two (2) or more lots of five (5) acres or less intended for residential purposes. A lot is presumed to be for residential purposes unless the final plat and property deeds contain a restriction prohibiting residential use of the lot.

B. ALTERNATE CRITERIA - LAND SUBDIVIDED PRIOR TO SEPTEMBER 1, 1989

If lot was divided into two (2) or more lots in layout of subdivision before September 1, 1989, and the sub divider was obligated to but failed to have a plat prepared, approved, and recorded, **then the current owner of an individual, occupied lot (other than the Sub- divider) may, if various conditions are met (including having available water and sewer services meeting minimum standards), seek the commissioners court approval of the plat that does not meet some of the standard requirements for plat approval under the Model Rules. Further, a group of owners of individual lots in such an un-platted subdivision may make a joint request.**

C. NUMBER OF DWELLING UNITS PER LOT

- _____ 1. The following restriction shall be placed on the final plat and in all deeds and contracts for deeds: “No more than one (1) single family detached dwelling shall be located on each lot.”
- _____ 2. A proposal for a multi-family residential lot must include adequate, detailed planning materials as required for determination of proper water and wastewater utility type and design.

D. FINAL ENGINEERING REPORT - GENERAL CONTENTS FOR ALL OPTIONS

- _____ 1. Signed, dated, and sealed by Texas Licensed Professional Engineer.
 - _____ 1. Discussion of availability and methodology for providing water facilities and wastewater treatment to lots.
 - _____ 2. Detailed cost estimate per lot for un-constructed water and wastewater facilities necessary to serve lots.
 - _____ 3. Construction schedule for each significant element needed to provide water or Wastewater facilities, including if financial guarantees are to be provided start dates and completion dates.
 - _____ 4. Technical specifications for proposed water and wastewater facilities.

FINAL ENGINEERING REPORT - Additional Contents under Option B

- _____ 1. Groundwater availability study that complies with the requirements of 30 TAC §§230.1 through 230.11 for water availability for public water supply systems and certifies the long-term (30 years) quantity and quality of available groundwater supplies relative to ultimate needs of subdivision if groundwater is to be the source of the water supply.
364.52(1)(B), 364.32(a)(2).
- _____ 2. Evidence that sufficient water rights have been obtained and dedicated (through acquisition or wholesale water supply agreement) to provide sufficient supply to subdivision for at least thirty (30) years of surface water is the source of supply.

Option C. Water will be provided by individual wells or other non-public systems

- _____ 1. Test well or wells drilled and located so as to be representative of Quality and Quantity of water generally available from supplying aquifer.
- _____ 2. Groundwater availability study that complies with the requirements of 30 TAC §§230.1 through 230.11 for water availability for individual water supply wells on individual lots and certifies the long-term (30 years) quantity and quality of available groundwater supplies relative to ultimate needs of subdivision.
- _____ 3. Complete chemical and bacteriological analysis of sampled water by private laboratory of parameters on which there are drinking water standards.
- _____ 4. Water quality of test well(s) meets water quality standards for community water systems set out in 30 TAC 290.104, 290.106, 290.108, and 290.109, either (1) without any treatment of the water, or (2) with treatment by an identified and commercially available water treatment system.
- _____ 5. Quantitative and qualitative results of sampling from test wells in accordance with 364.32 (Model Rules require these test results be made available to prospective property owners.)
- _____ 6. A statement concerning the availability of groundwater supplies to serve the fully developed subdivision over the next thirty (30) years. Statement may be based on information available from the Texas Water Development Board (TWDB) Office of Planning.
- _____ 7. If the water quality of test well does not meet standards in 364.32(b) without treatment, the type of treatment system that will treat the well water to the specified water quality standards, the location of at least one commercial establishment in the county at which the system may be purchased, the cost of such system, the cost of installation of the system, and the estimated monthly maintenance cost of the treatment system.

- _____ 8. Description of the required sanitary control easement (minimum separation distances of wells and water lines from various OSSF facilities - see Table X at 30 TAC 285.91(10).

E. WASTEWATER FACILITIES: MINIMUM STANDARDS AND ADDITIONAL FINAL ENGINEERING REPORT CONTENTS UNDER VARIOUS SERVICE OPTIONS

OPTION X - Wastewater will be treated by existing retail public utility

- _____ 1. Written agreement between sub-divider and wastewater utility. Agreement must state the utility will be able to treat total wastewaters flow generated from the fully developed subdivision for period of at least thirty (30) years. Agreement must state that sub-divider has paid the costs of all fees associated with connection to the wastewater collection and treatment system.
- _____ 2. Engineering plans for proposed collection lines comply with 30 TAC Chapter 317.
- _____ 3. Copy of permit issued by TCEQ to retail public utility to treat and dispose of waste.
- _____ 4. Approval, by all entities having jurisdiction over the proposed project, of plans and specifications for the proposed sewerage facilities. 364.52(3)(A).
- _____ 5. Greywater use (if proposed) meets the minimum criteria of 30 TAC Chapter 210. 364.34(a).

OPTION Y. Wastewater collection and treatment by a utility created by Sub-divider

- _____ 1. Retail public utility established by Sub divider and certificate of convenience and necessity (CCN) obtained from TCEQ.
- _____ 2. Permit obtained from TCEQ by Sub-divider to dispose of wastes (from ultimate build-out population of subdivision) in accord with TAC Chapter 305.
- _____ 3. Approval by TCEQ of engineering planning materials for wastewater system under 30 TAC Chapter 317.
- _____ 4. Approval(s), by all entities having jurisdiction over the project, of plans and specifications for the proposed sewerage facilities.
- _____ 5. Greywater use (if proposed) meets the minimum criteria of 30 TAC Chapter 210.

OPTION Z. Wastewater treatment by on-site sewerage facilities (OSSF)

- _____ 1. The disposal system does not utilize a borehole, cesspool, or seepage pit (unauthorized systems under 30 TAC 285.3(i)), or a pit privy or portable toilet.

- _____ 2. If a sewerage facility would dispose of more than 5,000 gallons per day, the facility shall comply with 30 TAC Chapter 317.
- _____ 3. If the sewerage facility serves single family or multi-family dwellings and either the anticipated flow is 5,000 or less gallons per key, the facility shall comply with 30 TAC Chapter 285.
- _____ 4. Review of OSSF proposal and inspection of systems by the TCEQ or its authorized agent as necessary to assure compliance with OSSF laws and rules.
- _____ 5. Greywater use (if proposed) is in accordance with the minimum criteria of 30 TAC Chapter 285.364.34(b)

FINAL ENGINEERING REPORT — Additional Contents under Option Z

- _____ 6. Planning materials required by 30 TAC 285.4(c), including site evaluation (30 TAC 285.30) and all other information required by the county’s OSSF order.
- _____ 7. Disposal of sludge from water treatment and sewerage facilities shall comply with 30 TAC Chapter 312 and Chapter 317.

F. FINANCIAL GUARANTEES FOR IMPROVEMENTS

If the water and wastewater facilities have not been constructed at the time final plat approval is sought, the commissioners court shall require the Sub-divider to execute a Subdivision Construction Agreement with the county secured by a bond, irrevocable letter of credit, or other alternative financial guarantee such as a cash deposit.

_____ 1. SUBDIVISION CONSTRUCTION AGREEMENT (SCA)

- _____ a. Name of Subdivision.
- _____ b. Amount of financial guarantee shall be the total of the costs listed in Exhibit B on the SCA and shall be in an amount determined by the commissioner court to be adequate to ensure proper construction or installation of the (not-yet-built-or-paid-for) water and wastewater facilities to serve the subdivision, including reasonable contingencies, but shall not be less than the amount certified on the plat by the Sub-divider’s Engineer.
- _____ c. Signatures of parties, with appropriate acknowledgments added.
- _____ d. Exhibit A. Metes and bounds description of the land being subdivided.
- _____ e. Exhibit B. Description of the required improvements, the estimated cost of completion for each improvement (including contingencies, as determined by commissioner court), and the date by which the particular improvement will be completed (The completion date is expected to be three years after the plat is approved by the commissioner court). This operability date will thus be no sooner than the latest of the completion dates. The operability date may be extended by a city or county under the circumstances set out in 31 TAC 364.65(see checklist, below) and the parallel statutory provisions in Local Govt. Code 212.0105(c), 232.026, or 232.075.

_____ 2. FINANCIAL GUARANTEE

- _____ a. Lists as sole beneficiary the County Judge, in his official capacity, or the Judge's successor, and must be approved by county judge.
- _____ b. Conditioned on completion of water and wastewater facilities meeting the minimum standards of the model rules, within the time stated on the plat (or within any extension of time granted by the commissioner court). (Expiration date will be the same as the operability date).

_____ 3. EXTENSION OF OPERABILITY DATE

Commissioners court may extend date stated on plat by which required water and sewer facilities will be fully operable if:

- a. the extension would not allow a residence to be inhabited without water and sewer services meeting the model rule standards, and
- b. a financial guarantee (original or new) covers the period of extension, and
- c. the court finds the extension is reasonable and not contrary to the public interest.

G. DISAPPROVAL OF SUBDIVISION

If a subdivision plat does not meet the requirements prescribed by or under the State of Texas adopted Model Subdivision Rules, the Willacy County Commissioners Court shall refuse to approve the plat.