

SUB-DIVIDER REQUIREMENTS

1. Contact Commissioner for the area of your subdivision
2. Give information to sub divider from the Judge's office
3. Tax certificate
4. Contact Robbie Robinson (Leon County OSSF Designated Representative) for On-Site Sewage Facilities requirements; Office: 903-322-3101; Email: wrobinson17@gmail.com
5. You must present your Subdivision Review Guidelines for approval by Robbie Robinson (see attachment)
6. Obtain letter from Robbie Robinson (Leon County OSSF Designated Representative) approving the on-site sewage facilities in the subdivision
7. Letters from all utility companies stating that service will be provided for the sub-division:

EXAMPLES

- (a) electricity
 - (b) water
 - (c) sewer
 - (d) etc.
8. Apply for a "flood plain permit" (pursuant to Sect. 16.315 of Texas Water Code), at the Leon County 911 Addressing office
 9. Present preliminary plat to Commissioners' Court for approval
 10. Acquire a bond and/or statement of bank account to cover all unfinished work so it will be finished. This bond and/or statement of bank account will be returned to you when final plat is filed

EXAMPLE

- (a) Water lines, county roads, general construction
11. Contact the Commissioner in that area to check your subdivision and requirement for roads to be brought into county maintenance
 12. Obtain a final elevation certificate from an engineer or surveyor
 13. Finish subdivision – Present final plat for approval to Commissioners' court
 - (a) legal size plat (1)
 - (b) regular size plat (1)
 - (c) large Mylar (2)
 14. With consent of the Commissioner approve roads to be brought into county maintenance
 15. After all is finished, release bond and/or statement of bank account

To File a Plat Map in the Leon County Clerk's Office

Once the plat has been approved in Commissioners' Court, you will need to file the plat in the County Clerk's office.

You will need:

1. One (1) 8 ½" x 11" (regular size) paper plat
One (1) 8 ½" x 14" (legal size) paper plat and
Two (2) map size Mylar copies;
All four plats must be signed by the four Commissioners and Judge and properly notarized.
2. Letters from all utility companies.
3. Original County and School Tax Certificates; if filed after September 1 of each year, the certificates also must be accompanied by a County and School Tax Receipt showing all taxes have been paid.
4. Current Filing Fee – can be paid by cash, check or credit card.

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