

Appendix A

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 at least 15 days prior to the date of filing the application at 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 Tier 1 or Tier 2.

_____ Check the proposed subdivision name for conflicts.

_____ An application for subdivision must first be submitted for subdivision Application / Plan Review. This is required for all subdivisions whether or not over 10 acres or not and whether commissioners court must approve or not.

All required documents as outlined in Chapter 6 Applications for Subdivisions Approval, Chapter 7 Plat and Survey requirements and Appendix A Subdivisions Applications Checklist must be submitted to:

W.R. "Robbie" Robinson
TCEQ Designated Representative
2212 CR 282
Buffalo, Tx 75831
903-322-3101
wrobinson17@gmail.com

Fee of \$250.00 must be submitted to Leon County Tax Assessor/Collector office before (903-536-2543) review can start. A copy of the receipt must be submitted with the application.

The following items must be included in any application for approval of a Tier 1 subdivision:

_____ A plat of the proposed subdivision in compliance with these regulations.

_____ Plat sizes required.

18" X 24" Mylar- 2 copies Bond paper copy-2
8.5" X 14" bond paper 2 copies

8.5" X 11" bond paper – 8 copies to be used by commissioner's court

and Application/Plan Review.

8.5" X 11" bond paper – 8 copies to be used by commissioner's court and Application/Plan Review.

_____ A digital map (Shape File) or a certificate regarding the availability of a digital map.

_____ 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 F.

_____ A description by the developer of the manner and means of providing drinking water, sewerage, roads, electricity, and drainage structures.

_____ All engineering specifications, drawings, and plans for infrastructure to be constructed comprising a plat application in compliance with these regulations. Provide in written and PDF format.

_____ A certificate from each engineer confirming compliance of their specifications, plans, and drawings, in substantially the form as Appendix G.

_____ Proof of all financial obligations under chapter 9 of these regulations.

_____ A letter of approval from Leon County 911 Addressing and Mapping confirming the private road numbers reserved for roads laid out in the subdivision. Phone #903-536-3158 for more information.

_____ School and county tax certificates confirming that no property taxes are due and unpaid for the subdivision.

_____ Apply for a "Flood Plain Permit" (pursuant to Sec. 16.315 of Texas Water Code). Contact Leon County 911 addressing office at 903-536-3158. A "Flood Plain Permit" Fee as determined by 911 Addressing and Mapping will apply.

This also includes FEMA 100-year flood plain map with the proposed development indicated clearly on the map. This is usually provided by OSSF Site Evaluator.

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

_____ 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 E.

_____ If OSSF is included in the plat application, a certificate from the Leon County Designated Representative stating that the subdivision plans comply with all applicable TCEQ rules, including housing density requirements.

_____ 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 Leon County Tax Assessor/Collector (903-536-2543) contemporaneously with the submission of the application.

The following items must be included in any application for approval of a Tier 2 subdivision:

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

_____ A plat of the proposed subdivision in compliance with these regulations. See Chapter 7.

Plat sizes required.

18" X 24" Mylar - 2 copies bond paper – 2 copies
8.5" X 14" bond paper – 2 copies

8.5" X 11" bond paper – 8 copies to be used by commissioner's court and Application/Plan Review.

_____ Certificates from the developer confirming the following:

_____ Availability of water and sewage service.

_____ Compliance with set-back lines.

_____ Dedication of all necessary utility easements.

_____ Confirm the installation of culverts is in compliance with the Precinct Commissioner.

_____ If OSSF is proposed for the Tier 2 subdivision, a certificate from the Leon County Designated Representative stating that the subdivision plans comply with all applicable TCEQ rules, including housing density requirements.

_____ 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.

_____ Ensure that the work described in the 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.

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

_____ Apply for a "Flood Plain Permit" (pursuant to Sec. 16.315 of Texas Water Code). Contact Leon County 911 addressing office at 903-536-3158.

This also includes FEMA 100-year flood plain map with the proposed development indicated clearly on the map. This is usually provided by OSSF Site Evaluator.

_____ Submit proof of any required financial security to the Precinct Commissioner with the application.

_____ All fees due to the County for the filing of an application must be paid to the Leon County Tax Assessor/Collector (903-536-2543) contemporaneously with the submission of the application.

After an application is approved, the developer must:

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

Deliver to the County Clerk:

18" X 24" Mylar copy - 1
8.5" X 14" bond copy - 1

Deliver to the County Judge

8.5" X 14" bond copy - 1
18" X 24" bond copy - 1

Deliver to the Leon County Appraisal District. (Can be provided electronically as a shapefile to Jeff Beshears (903-536-2252).

18" X 24" Mylar copy – 1

Deliver to the County Commissioner of the subdivision.

18" X 24" bond copy - 1

_____ Leon County 911 Addressing and mapping will be provided a Shape file or a PDF copy by the Designated Representative