



# Kaufman County



## SUBDIVISION PLAT APPLICATION & FEE SCHEDULE

Find Additional Sub Division Information/Requirements Online @ <http://kaufmancounty.net/subregs2.pdf>

**Concept Plan** - Described in S/D Regulations must be submitted to affected Commissioner prior to any Plat Application

<b>A. Fees:</b>	<input type="checkbox"/> <b>Preliminary Plat</b>	\$ 400.00	3 Copies Required plus copy of Paid Fees Receipt
	<input type="checkbox"/> Each Additional Review	\$ 150.00	
	<input type="checkbox"/> <b>Construction Plan Review</b>	\$ 950.00	1 Copy
	<input type="checkbox"/> Each Additional Review	\$ 400.00	
	<input type="checkbox"/> <b>Final Plat</b>	\$ 600.00	3 Black Copies & 1 Mylar + Tax Certificate Required
	<input type="checkbox"/> Each Additional Review	\$ 150.00	
	<i>Final</i> <input type="checkbox"/> <b>Initial Inspection</b>	\$ 750.00	+ \$0.25/LF of Roadway \$0.25 x _____ LF = \$ _____
	<i>Inspection(s)</i> <input type="checkbox"/> Each Additional Inspection	\$ 750.00	Add LF Amt. Above to Total Paid
	<input type="checkbox"/> <b>Plat Recording Fee</b>	\$ 50.00	
	<input type="checkbox"/> <b>Tax Certificate Recording Fee</b>	\$ 16.00	(Fee change, January 1, 2014 to \$26.00)
<b>Total Paid:</b>		\$ _____	

Please address ALL questions to the Commissioner's Office in which project is located

<b>B. DESCRIPTION OF PROPERTY</b>	<b>LOCATED IN COMMISSIONER PCT.</b> _____
<b>Sub Division Name:</b> _____	
Total No of Acres: _____	Total No of Lots: _____
Minimum Lot Size: _____	Average Lot Size: _____
Road Name + Length: _____	Road Name + Length: _____
Road Name + Length: _____	Road Name + Length: _____
Type of Road: <input type="checkbox"/> Portland Cement <input type="checkbox"/> Hot Mix Asphaltic	In City ETJ? <input type="checkbox"/> Yes <input type="checkbox"/> No
Property Location: _____	City Approval Included? <input type="checkbox"/> Yes <input type="checkbox"/> No

**One Copy of All Approval Letters must be received by affected Commissioner's Office prior to setting Agenda Request for Preliminary Plat Approval**

**C. APPLICANTS** - Please check box below to indicate preferred Contact/Representative

**1. Property Owner Information**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
C/Z/S

\_\_\_\_\_  
Phone

**2. Construction Engineer Information**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
C/Z/S

\_\_\_\_\_  
Phone

**3. Surveyor Information**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
C/Z/S

\_\_\_\_\_  
Phone

**4. Application Submitted By:**

Owner     Const. Engineer     Surveyor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date Submitted

One copy of the applicable items listed above along with a copy of this paid application must be submitted to: CobbFendley Attn: Ted Sugg, P.E. \* 6801 Gaylord Parkway, Ste 303 Frisco, Tx 75034 \* Phone 972/335-3214

### Checklist

#### **Kaufman County Subdivision Regulations**

Kaufman County Commissioner's Court Approval Dated August 4, 2003, Last Revised August 4, 2003

Please read carefully the **Kaufman County Subdivision Regulations**. This document is written as a guide only to assist those preparing the necessary documents for Commissioners Court.

#### **Developments WITH Roads to be constructed**

##### **Preliminary Plat:**

1. Submit completed application with appropriate fee to County Clerk.
2. Fax a copy of the accepted application dated and marked "PAID" to the Appropriate Commissioner's Office.
3. Provide one (1) copy of Preliminary Plat to the Kaufman County Director of Public Works. (Review of the flood plain, private sewage facilities and the name of the subdivision and street names for duplication).
4. Provide one (1) copy of the Preliminary Plat to the Historical Commission's mail box which is located in the County Judge's Office. The Commission will then mail the Developer and the Appropriate Commissioner's Office a letter stating whether or not any historical findings exist on the land to be developed.
5. Send one (1) copy of the Preliminary Plat and Construction Plans to the Appropriate Commissioner's Office.
6. Send two (2) copies of the Preliminary Plat and Construction Plans directly to the Designated Engineer. See bottom of *Plat Application Fee Schedule Form* for name and address of Designated Engineer.
7. Contact TxDot (972)962-3617 for Driveway Permits, etc. when doing any developing facing any Farm to Market Road, US Highway or State Highway.

Within 14 days the County must notify applicant of corrections needed OR place on the agenda for approval.

##### **Bring to Commissioners Court:**

1. Two (2) signed copies of the Preliminary Plat (if notary script appears on plat, signature must be notarized).
2. Letter from Designated engineer indicating conformance (engineer will send a copy to the applicant, Appropriate Commissioner's Office and the Director of Public Works).
3. Letter from water supply Company guaranteeing water service to each lot (number of lots must be specified in letter).
4. Letter of compliance from the Director of Public Works.
5. Letter from Historical Commission.

##### **Construction:**

The Designated Engineer and the Commissioner will coordinate with the developer to oversee The construction of the public facilities in the subdivision.

Please read carefully the ***Kaufman County Subdivision Regulations***. This Document is written as a guide **only** to assist those preparing the necessary documents for Commissioner's Court.

**Developments with NO Roads to be constructed.****Final Plat: (no Preliminary Plat required)****Prior to Commissioners Court:**

1. Submit application with appropriate fee to County Clerk.
2. Fax copy of accepted application dated and marked "PAID" to the Appropriate Commissioner's Office.
3. Provide one (1) copy of the Final Plat and one (1) copy of the drainage plan to the Director of Public Works. (Review of the flood plain, private sewage facilities, the name of the subdivision and street names for duplications and addresses for 911) The developer will not release any addresses until after the Final Plat is approved in Commissioner's Court.
4. Provide one (1) copy of the Final Plat in the Historical Commission mail box located in the County Judge's office so that they can provide a letter stating whether or not any historical findings exist on land to be developed.
5. Provide one (1) copy of Final Plat and one (1) copy of the Drainage plan to the Appropriate Commissioner's Office.
6. Submit two (2) copies of the proposed Final Plat and two (2) copies of the Drainage Plan to the designated Engineer.
7. Contact TxDot (972)962-3617 for Driveway Permits, etc. when doing any developing facing any Farm to Market Road, US Highway, or State Highway.

Within 14 days County must notify applicant of corrections needed OR place on the agenda for approval.

**Bring to Commissioner's Court:**

1. Five (5) copies of the final plat with necessary notarized signatures and drawn on 17 1/2" x 22" Mylar sheet at a scale of 1" = 200'.
2. Letter from Designated Engineer indicating conformance. (Engineer will send copy to applicant, to the Appropriate Commissioner's office, and the Director of Public Works).
3. Letter from Director of Public Works.
4. Approval signature of city if in ETJ (either on letter or on Plat. Sec.5.2.5)
5. Copy of statement of approval from all conservation districts, municipal utility districts, or drainage districts.
6. Certificate from Tax Assessor-Collector that all taxes are paid and not delinquent and showing that rollback taxes are paid.
7. Deed Restrictions signed and notarized.
8. Letter from water supply Company guaranteeing water service to each lot (number of lots must be specified in letter).
9. Letter from Historical Commission.

**After Court Approves Final Plat:**

1. The County Judge will sign four (4) copies.
2. Developer will file three (3) copies with County Clerk. One (1) copy will be filed for record in County Clerk's office with accompanying documents. Two (2) copies of the Final Plat will be sent to Kaufman County Appraisal District.

Please read carefully the *Kaufman County Subdivision Regulations*. This document is written As a guide only to assist those preparing the necessary documents for Commissioner's Court.

**Developments WITH roads to be constructed.****Final Plat****Prior to submitting to Commissioner's Court:**

1. Submit final plat application with appropriate fee to County Clerk.
2. Fax accepted application dated and marked "PAID" to the Appropriate Commissioner's Office.
3. Provide one (1) copy of Final Plat to Director of Public Works to be addressed. (Note: The developer will not release any addresses until after the Final Plat is approved in Commissioner's Court).
4. Send one (1) copy of Final Plat to the Appropriate Commissioner.
5. Send two (2) copies of the "as-built" plans and two (2) copies of the proposed Final Plat to the Designated Engineer.

Within 14 days the County must notify applicant of Corrections needed OR place on the agenda for approval.

**Bring to Court:**

1. Five (5) copies of Final Plat with necessary notarized signatures and drawn on 17 1/2" x 22" Mylar sheet at a scale of 1" = 200'.
2. Letter from Designated Engineer indicating conformance (Engineer will send copy to applicant, Appropriate Commissioner's Office, and the Director of Public Works).
3. Letter from the Director of Public Works.
4. Approval signature of City if in ETJ (either on letter or on Plat. Sec. 5.2.5).
5. Copy of statement or approval from all conservation districts, municipal utility districts or drainage districts.
6. Certificate from Tax Assessor-Collector that all taxes are paid and not delinquent and showing that rollback taxes are paid.
7. Deed Restrictions signed and notarized.
8. Copy of letter from the water supply company guaranteeing water service to each lot (number of lots must be specified in letter).
9. Maintenance Bond or Letter of Credit effective for two (2) years from date of Court approval and for 40% of total road construction costs. The appropriate Commissioner must approve this amount.

**After Court Approves the Final Plat:**

1. County Judge signs five (5) copies.
2. Developer files three (3) copies with County Clerk. (1 copy will be filed for record in the County Clerk's office with accompanying documents. County Clerks will also file Maintenance Bond/Letter of Credit. Two (2) copies of the Final Plat will be sent to Kaufman County Appraisal District.