

## SUBDIVISION PLAT CHECKLIST

THE PLAT AND ALL SUPPORTING DOCUMENTS MUST BE IN COMPLIANCE WITH THE REGULATIONS.  
PLEASE FILL OUT AND SUBMIT THE RELEVANT CHECKLIST WITH THE PLAT APPLICATION – ALL DOCUMENTS MAY BE  
SUBMITTED IN .PDF FORMAT UNLESS OTHERWISE SPECIFIED.

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Yes	N/A	<b>FINAL PLAT OR REPLAT (NOT MODEL SUBDIVISIONS)</b>	<b>Page 1 of 1</b>
		Subdivision Plat Application, completed and executed	
		Final Plat (1 mylar, 1 hard copy, and 1 digital copy in .pdf and .shp or .dwg), completed and executed by all the proper parties	
		Request(s) for Variance, or evidence of a previously approved variance	
		Approval from Gillespie County Rural Addressing for all road names	
		Approval from TxDOT for all proposed access off of a state highway	
		Written evidence in the form of a tax certificate or other tax entity issued document that an ad valorem tax liability does not exist on the land being subdivided	
		Payment of plat review fee (3 <sup>rd</sup> party review fees are due prior to plat approval)	
		Executed performance bond in accordance with The Regulations (1 original copy)	
		Road and Drainage Construction Plans and Calculations	
		Drainage Study (required if the average lot size is less than 10 acres)	
		Flood Study in accordance with the County's Flood Damage Prevention Ordinance	
		Traffic Impact Study (required if 100 PHT are generated by the total development)	
		<p>IF THE SUBDIVISION IS SERVED BY PRIVATE WATER:</p> <ol style="list-style-type: none"> <li>1. Attach a copy of the Groundwater Availability Study.</li> <li>2. TCEQ Certification of Groundwater Availability for Platting Form (TCEQ-20982)</li> <li>3. TCEQ Plat Attesting Form (TCEQ-20983)</li> <li>4. Provide a letter of recommendation from the HCUWCD for approval of the subdivision based on the results of a Groundwater Availability Study.</li> </ol>	
		<p>IF THE SUBDIVISION IS SERVED BY PRIVATE WASTEWATER:</p> <ol style="list-style-type: none"> <li>1. Attach all reports, studies, plans, drawings, and specifications related to the construction of the private wastewater facilities.</li> <li>2. Provide a letter from the County Sanitation Department stating that each lot can be adequately served by OSSF.</li> </ol>	
		<p>IF THE SUBDIVISION IS SERVED BY PUBLIC WATER:</p> <ol style="list-style-type: none"> <li>1. Identify the service provider and attach all reports, studies, plans, drawings, and specifications related to the construction of the public water facilities.</li> <li>2. Provide proof of TCEQ approval of the public water system.</li> <li>3. Provide proof of a CCN issued by TCEQ or the Texas Public Utility Commission.</li> <li>4. Provide a letter of recommendation from the HCUWCD for approval of the subdivision based on the results of a Groundwater Availability Study.</li> <li>5. Provide the executed agreement with the service provider if connecting to an existing system.</li> </ol>	
		<p>IF THE SUBDIVISION IS SERVED BY PUBLIC WASTEWATER:</p> <ol style="list-style-type: none"> <li>1. Identify the service provider and attach all reports, studies, plans, drawings, and specifications related to construction of the public wastewater facilities.</li> <li>2. Provide proof of TCEQ approval of the public wastewater system.</li> <li>3. Provide the executed agreement with the service provider if connecting to an existing system.</li> </ol>	
		Certification from the electric utility service provider that electric service can be made available to all lots in the subdivision, and that the easements shown on the plat are of sufficient nature, shape, and size to accommodate electric utility service to all lots in the subdivision	
		Certification from the gas utility service provider, if provided, that gas service can be made available to all lots in the subdivision, and that the easements shown on the plat are of sufficient nature, shape, and size to accommodate gas utility service to all lots in the subdivision	

Yes	N/A	<b>FINAL PLAT OR REPLAT (MODEL SUBDIVISION)</b>	<b>Page 1 of 2</b>
		Subdivision Plat Application, completed and executed	
		Final Plat (1 mylar, 1 hard copy, and 1 digital copy in .pdf and .shp or .dwg), completed and executed by all the proper parties	
		Request(s) for Variance, or evidence of a previously approved variance	
		Approval from Gillespie County Rural Addressing for all road names	
		Approval from TxDOT for all proposed access off of a state highway	
		Written evidence in the form of a tax certificate or other tax entity issued document that an ad valorem tax liability does not exist on the land being subdivided	
		Payment of plat review fee (3 <sup>rd</sup> party review fees are due prior to plat approval)	
		Executed performance bond in accordance with The Regulations (1 original copy)	
		Road and Drainage Construction Plans and Calculations	
		Drainage Study (required if the average lot size is less than 10 acres)	
		Flood Study in accordance with the County's Flood Damage Prevention Ordinance	
		Traffic Impact Study (required if 100 PHT are generated by the total development)	
		<p>IF THE SUBDIVISION IS SERVED BY PRIVATE WATER:</p> <ol style="list-style-type: none"> <li>1. Attach a copy of the Groundwater Availability Study.</li> <li>2. TCEQ Certification of Groundwater Availability for Platting Form (TCEQ-20982)</li> <li>3. TCEQ Plat Attesting Form (TCEQ-20983)</li> <li>4. Provide a letter of recommendation from the HCUWCD for approval of the subdivision based on the results of a Groundwater Availability Study.</li> <li>5. Engineer's certification that the water quality of the water meets the standards set forth in 30 TAC §§290.104, 290.106, 290.108, and 290.109</li> </ol>	
		<p>IF THE SUBDIVISION IS SERVED BY PRIVATE WASTEWATER:</p> <ol style="list-style-type: none"> <li>1. Attach all reports, studies, plans, drawings, and specifications related to the construction of the private wastewater facilities.</li> <li>2. Provide a letter from the County Sanitation Department stating that each lot can be adequately served by OSSF.</li> </ol>	
		<p>IF THE SUBDIVISION IS SERVED BY PUBLIC WATER:</p> <ol style="list-style-type: none"> <li>1. Identify the service provider and attach all reports, studies, plans, drawings, and specifications related to the construction of the public water facilities.</li> <li>2. Provide proof of TCEQ approval of the public water system.</li> <li>3. Provide proof of a CCN issued by TCEQ or the Texas Public Utility Commission.</li> <li>4. Provide a letter of recommendation from the HCUWCD for approval of the subdivision based on the results of a Groundwater Availability Study.</li> <li>5. Provide the executed agreement with the service provider if connecting to an existing system.</li> </ol>	
		<p>IF THE SUBDIVISION IS SERVED BY PUBLIC WASTEWATER:</p> <ol style="list-style-type: none"> <li>1. Identify the service provider and attach all reports, studies, plans, drawings, and specifications related to construction of the public wastewater facilities.</li> <li>2. Provide proof of TCEQ approval of the public wastewater system.</li> <li>3. Provide the executed agreement with the service provider if connecting to an existing system.</li> </ol>	

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Yes	N/A	<b>FINAL PLAT OR REPLAT (MODEL SUBDIVISION)</b>	<b>Page 2 of 2</b>
		<p>IF WATER AND/OR WASTEWATER FACILITIES ARE NOT YET CONSTRUCTED:</p> <ol style="list-style-type: none"> <li>1. Engineering OPCC to install water and wastewater service facilities</li> <li>2. Engineering report discussing the availability and methodology of providing water and wastewater facilities to individual lots, including a construction schedule with start and completion dates</li> <li>3. Agreement with the County in substantially the form attached in Appendix 2A of 31 TAC §364.54 secured by a bond for construction of water and wastewater facilities + 20% contingency</li> </ol>	
		<p>IF A GREYWATER SYSTEM(S) IS PROPOSED:</p> <ol style="list-style-type: none"> <li>1. An approved permit issued by TCEQ or the County OSSF Department for the greywater facilities, as applicable</li> </ol>	
		<p>Certification from the electric utility service provider that electric service can be made available to all lots in the subdivision, and that the easements shown on the plat are of sufficient nature, shape, and size to accommodate electric utility service to all lots in the subdivision</p>	
		<p>Certification from the gas utility service provider, if provided, that gas service can be made available to all lots in the subdivision, and that the easements shown on the plat are of sufficient nature, shape, and size to accommodate gas utility service to all lots in the subdivision</p>	

Yes	N/A	<b>AMENDING PLAT</b>	<b>Page 1 of 1</b>
		Subdivision Plat Application, completed and executed	
		Final Plat (1 mylar, 1 hard copy, and 1 digital copy in .pdf and .shp or .dwg), completed and executed by all the proper parties	
		Request(s) for Variance, or evidence of a previously approved variance	
		Approval from TxDOT for all proposed access off of a state highway	
		Written evidence in the form of a tax certificate or other tax entity issued document that an ad valorem tax liability does not exist on the land being subdivided	
		Payment of plat review fee (3 <sup>rd</sup> party review fees are due prior to plat approval)	
		Other documents as deemed necessary by the County Engineer based on the scope of the proposed amendment	