

ATASCOSA COUNTY SUBDIVISION APPLICATION CHECKLIST

The following items **MUST BE** included as part of your application for subdivision development, in the order listed below:

- ☐ Electronic copy of proposed plat
- ☐ 911 Addressing Subdivision/Road Name Verification – as previously approved by Rural Development
- ☐ Copy of deed indicating ownership of property
- ☐ Resolution demonstrating authority to execute for any entity
- ☐ Letter from public water utility company or evidence of water availability for water wells
- ☐ Letter of eligibility from County Septic Inspector (when using septic systems)
- ☐ Letter from electric utility company
- ☐ Letter from TxDOT – *if applicable* ☐ N/A
- ☐ Letter from Emergency Services District (ESD) – *if applicable* ☐ N/A
- ☐ Draft of Construction Bond, Letter of Credit or Escrow Agreement
- ☐ Copy of Covenants and Restrictions for proposed subdivision
- ☐ Tax Certificates indicating all taxes are paid in full and current
- ☐ Copy of completed Floodplain application or signed and sealed statement by engineer of no flood plain on property
- ☐ Drainage Analysis to include all maps and calculations to support the study, per § 6.2.2.5 of the Atascosa County Subdivision Ordinance
- ☐ Downstream Impact Analysis
- ☐ Electronic copy of Drainage Analysis/Study
- ☐ Soil Evaluation of site for proposed subdivision

- ☐ Road Design and Construction Drawings
- ☐ Electronic copy of Road Design and Construction Drawings
- ☐ Driveway permit(s) and applicable fees
- ☐ Environmental Site Report – *if applicable* ☐ N/A
- ☐ Fire Marshal certification letter regarding fire protection system
- ☐ Master Plan – *if applicable* ☐ N/A
- ☐ Copy of document establishing HOA/POA – *if applicable* ☐ N/A
- ☐ Subdivision Application Checklist
- ☐ Application for Subdivision Plat Consideration
- ☐ Additional Requirements to Ascertain Compliance
- ☐ Plat Physical Characteristics and Appearance
- ☐ Construction Costs Estimate Review and Acceptance, including cost breakdown and calculations – *if applicable* ☐ N/A
- ☐ Subdivision Application fee
- ☐ Development shapefiles
- ☐ Signed Road Construction Inspection & Certification forms (there should be three forms, one for each stage of construction) – final plat only

***** *Incomplete applications will not be accepted.* * * ***

ATASCOSA COUNTY APPLICATION FOR SUBDIVISION PLAT CONSIDERATION

Date Received: _____

Check #: _____

Receipt #: _____

Owner:

Name: _____

Address: _____

Phone (Office): _____ (Cell): _____

Fax: _____ E-mail: _____

Signature: _____

Developer (If not same as Owner):

Name: _____

Address: _____

Phone (Office): _____ (Cell): _____

Fax: _____ E-mail: _____

Signature: _____

Contact Person (If not same as Owner):

Name: _____

Address: _____

Phone (Office): _____ (Cell): _____

Fax: _____ E-mail: _____

Name of Proposed Subdivision: _____

Size and Location of Original Tract: _____

Name of Nearest Public Road/Street to Subdivision: _____

Commissioner Precinct No: _____ School District(s): _____

Water Service Provider: _____

Electric Utility Provider: _____

Engineer

Name: _____

Address: _____

Phone (Office): _____ (Cell): _____

Fax: _____ E-mail: _____

Surveyor

Name: _____

Address: _____

Phone (Office): _____ (Cell): _____

Fax: _____ E-mail: _____

ADDITIONAL REQUIREMENTS TO ASCERTAIN COMPLIANCE FOR ATASCOSA CO.

(This attachment shall be completed in its entirety and submitted as part of the application)

The following checklist is for the use of a Developer in ascertaining initial compliance with the Atascosa County Subdivision and Development Rules and Regulations and assisting the Atascosa County Subdivision Coordinator in processing an application under the Rules. This list does not supersede or replace the Subdivision Rules, and each applicant must comply with the Subdivision Rules, as they are amended from time to time. The General Criteria established throughout this document establish minimum criteria. If the requested subdivision deviates in any substantive way from these criteria established herein, a variance is required. The variance request must be resolved prior to submission of the plat application. This completed list should be presented to the Atascosa County Subdivision Coordinator's Office with each preliminary plat. **Check the appropriate response.**

1. Is any part of the proposed subdivision in the extraterritorial jurisdiction (ETJ) of an incorporated municipality? ☐ YES ☐ NO ☐ N/A

If so:

a. Which city _____

b. Does the city control its own ETJ territory for platting? ☐ YES ☐ NO

c. If any part of the proposed subdivision is in the extraterritorial jurisdiction of an incorporated municipality, have you presented the plat to that municipality for approval?

☐ YES ☐ NO

2. Did you obtain approval from Commissioners Court for any variances from the platting requirements of Atascosa County? ☐ YES ☐ NO

a. If so, is a copy of the approval of the variance attached? ☐ YES ☐ NO

3. Will the roads, streets and alleys of the subdivision be dedicated to the public? ☐ YES
☐ NO ☐ N/A

4. If the subdivision fronts a TxDOT controlled highway, have you provided a letter from TxDOT for highway access? ☐ YES ☐ NO ☐ N/A

5. Is detention utilized in the drainage study? ☐ YES ☐ NO ☐ N/A

If so, an HOA/POA is required. Have you provided a copy of the document forming the HOA/POA?

☐ YES ☐ NO ☐ N/A

6. Will a Home Owners Association be created? ☐ YES ☐ NO ☐ N/A

If so, is the appropriate statement regarding a Home Owners Association included on the plat?

☐ YES ☐ NO ☐ N/A

7. Will the proposed subdivision be served by: (check one)

☐ a. A public water system?

☐ b. Private water wells? If so, have you obtained the necessary evidence that potable water is available for each tract? ☐ YES ☐ NO ☐ N/A

8. Will the proposed subdivision be served by: (check one)

☐ a. On-Site Sewage Facilities (OSSF)? If so, have you attached the required site evaluations?
☐ YES ☐ NO ☐ N/A

☐ b. A municipal sewage disposal system?

☐ c. A quasi-municipal sewage disposal system?

☐ d. A central sewage disposal system?

If b, c, or d applies, have you included Drawings to include engineered plans for sewage installation? ☐ YES ☐ NO

9. If each lot is to be served by private water well AND OSSF, is each lot at least two and a half (2.5) acres?

☐ YES ☐ NO ☐ N/A

10. If each lot is to be served by a public water system and OSSF, is each lot at least 30,000 sq. ft.?

☐ YES ☐ NO ☐ N/A

11. Is the proposed development within an Emergency Services District (ESD)?

☐ YES ☐ NO

If so, have you provided a letter from the ESD indicating the proposed development will be in compliance with their rules and regulations? ☐ YES ☐ NO

PLAT PHYSICAL CHARACTERISTICS AND APPEARANCE FOR ATASCOSA COUNTY

All writing and drawings on the Record Plat must be large enough to be easily legible following recording, and legible at 50% photocopy reduction.

The following information must be indicated on the plat

- ☐ 1. Name of the proposed Subdivision
- ☐ 2. The original patented survey(s)
- ☐ 3. The number of acres in each survey with the abstract number of same
- ☐ 4. The volume and page of the current deed, as filed in the Official Public Records of Atascosa County, of the tract being subdivided. Include the description provided by the tax office as a separate note.
- ☐ 5. Boundary lines and total acreage of the Original Tract and the Subdivision
- ☐ 6. Total number of lots in the subdivision unit
- ☐ 7. A listing of lots and respective acreage within the proposed subdivision
- ☐ 8. Total acreage and dimensions of each lot. The area of each lot must be shown in acres to two (2) decimal places.
- ☐ 9. Location and acreage of any proposed parks, squares, greenbelts, schools, or other public use facilities, with identification of the entity proposed to own and maintain each.
- ☐ 10. Names of adjoining subdivisions or owners of property contiguous to the proposed Subdivision
- ☐ 11. Area map showing general location of Subdivision in relation to major roads, towns, cities, or topographic features
- ☐ 12. North arrow, scale, and date. The scale shall not exceed 1" = 200'.
- ☐ 13. GPS coordinates of at least two (2) corners of the subdivision
- ☐ 14. Boundary lines of any incorporated city and the limit of the extraterritorial jurisdiction (ETJ) of any city
- ☐ 15. Indicate the school district in which the Subdivision is located. *In the event any lot lies within more than one school district, then the plat shall clearly state the number of acres within the lot that lies within each school district.*
- ☐ 16. Indicate location of any existing structures (wells, cemeteries, etc.) in the subdivision on the plat.
- ☐ 17. Bearings and dimensions of the boundary of the Subdivision and all lots, parks, green belts, easements, or reserves. Dimensions shall be shown to the nearest one-hundredth of a foot (0.01') and bearings shall be shown to the nearest one second of angle (01"). The length of the radius and arc of all curves, with bearings and distances of all chords, shall be clearly indicated.

- ☐ 18. A description of monument used to mark all boundary, lot and block corners, and all points of curvature and the tangent on street rights-of-way
- ☐ 19. Location of original survey line. The subdivision shall be located with respect to an original corner of the original survey of which it is a part.
- ☐ 20. Lot numbers are to be arranged in a systematic order and shown on the plat in distinct and legible figures.
- ☐ 21. Elevation contours of no greater than ten foot (10') intervals, or two foot (2') if applicable, shall be shown on the plat.
- ☐ 22. All Special Flood Hazard Areas identified by the most current Flood Insurance Rate Maps published by the Federal Emergency Management Agency, including distances from block corners to flood plain line.
- ☐ 23. For subdivisions containing 100-year floodplain, benchmarks and required finished floor elevations of each lot shall be shown in accordance with the Federal Emergency Management Agency.
- ☐ 24. If base flood elevations have not been established, they shall be established by a method satisfactory to the Atascosa County Flood Plain Order.
- ☐ 25. The location and size of all proposed drainage structures, including on-site retention or detention ponds and easements, and the impact of lot and street layouts on drainage
- ☐ 26. Depiction of all streams, rivers, ponds, lakes, other surface water features or any Sensitive Features (as defined by the Texas Commission On Environmental Quality in CFR 30 Texas Administrative Code 213.3) and a statement certified by the Surveyor or Engineer under his or her professional seal that, to the best of his or her knowledge, the plat accurately reflects the general location (or absence) of all sensitive features in accordance with the terms of these regulations.
- ☐ 27. Total length of all streets, to the nearest one-hundredth of a foot (0.01')
- ☐ 28. Total acreage of all streets, public or private
- ☐ 29. A designation of the classification of each road or street to be constructed or, for any existing street abutting the subdivision, the classification, pavement width, and right-of-way width of the street wherever it is adjacent to the subdivision
- ☐ 30. Total area of all rights-of-way to be dedicated to the public/POA/HOA
- ☐ 31. Location, length, and right-of-way widths of all proposed streets allocated by construction phases and depiction of how all proposed streets shall connect with previously dedicated, platted, or planned streets within the vicinity of the subdivision, see Article 7 in the Atascosa County Subdivision Regulations.
- ☐ 32. Location, size, and proposed uses of all proposed access easements, or shared access driveways, if any
- ☐ 33. The following statement shall appear prominently on the Final Plat: "In order to promote safe use of roadways and preserve the conditions of public roadways, no driveway constructed on any lot within this subdivision shall be permitted access onto a publicly dedicated roadway unless a

Driveway Permit has been approved by the Precinct Commissioner of Atascosa County or his or her designated representative, or Texas Department of Transportation for driveways entering onto state roads, and the driveway shall be designed and constructed in accordance with the Atascosa County Road Standards or TXDOT Standards, as applicable

- ☐ 34. The location of all proposed utility easements and/or infrastructure, including water well sanitary easements and location of water storage tank and access easements, as well as any other infrastructure, if applicable
- ☐ 35. All required drainage easements shall be represented to scale on the final plat.
- ☐ 36. Dense lot requirements, if applicable.
- ☐ 37. Table indicating culvert sizing per lot.
- ☐ 38. Lots affected by Special Flood Hazard Area (SFHA) must be listed in the notes section.
- ☐ 39. Utility easement diagrams and plat notes
- ☐ 40. Name, address and signature of the Owner, and Developer or Applicant if not the Owner. (All names must be typed or printed directly under the executed signature.)
- ☐ 41. Name, address and signature of the Surveyor and Engineer. (All names must be typed or printed directly under the executed signature.)
- ☐ 42. The following statement shall appear on the Final Plat for the approved subdivision above the Owner's signature block: "The owner of the land shown on this plat, in person or through a duly authorized agent, dedicates to the use of the public, except areas identified as private, forever all streets, alleys, parks, watercourses, drains, easements, and public places thereon shown for the purpose and consideration therein expressed. Additionally, the owners agree to extend public utilities listed on this plat adjacent to each platted lot before said lot is sold."
- ☐ 43. Designation of the water and sewer utility providers for the Subdivision, if any, and the source of the water intended to serve each Lot within the subdivided area (i.e. surface water from a specified stream or river, ground water from a specified aquifer, etc.)
- ☐ 44. The following statement shall appear on the Final Plat for the approved subdivision: "This subdivision will be served by individual, privately owned groundwater wells. Information on the available supply of groundwater and its quality is available to prospective purchasers of Lots in the is subdivision is in the office of the County Clerk of Atascosa County, Texas."
- ☐ 45. The following statement shall appear on the Final Plat for an approved subdivision:
"This subdivision will be served by [Name of New Public Water Supply System, and mailing address]. Information on the [Name of New Public Water Supply System] is available to prospective purchasers of lots in this subdivision in the office of the County Clerk of Atascosa County, Texas."
- ☐ 46. The following statement shall appear on the Final Plan for an approved subdivision:
"This subdivision will be served by [Name and address of Public Water Supply System]. Information on the [Name of Public Water Supply System] is available to prospective purchasers of lots in the office of the County Clerk of Atascosa County, Texas and be stated in the deed restrictions."

- ☐ 47. Signature block for Commissioners Court approval
- ☐ 48. A written certification from a Registered Professional Engineer that the construction plans and pavement designs are in accordance with these Regulations
- ☐ 49. A signed statement by a registered professional engineer certifying that fire suppression requirements of these Regulations have been met.
- ☐ 50. An appropriate statement indicating the types of sewage disposal systems required for the subdivision.
- ☐ 51. The following statement shall appear prominently on the Final Plat: "No homes are to be built or brought onto the lot until floodplain permits have been obtained and application for septic permit is submitted."
- ☐ 52. Each plat will bear in at least twelve (12) point type the following statement "No structure in this subdivision shall be occupied until connected to a public sewer system or to an on-site wastewater system that has been approved and permitted by the Atascosa County Sanitation Officer."
- ☐ 53. Certification that all Lots have been designed in compliance with the Rules of Atascosa County for On-Site Sewage Facilities, together with all planning and evaluation materials required to determine Lot sizing under the Atascosa County On-Site Sewage Rules and any request for a variance under the Rules of Atascosa County for On-Site Sewage Facilities.
- ☐ 54. The following statement shall appear prominently on the Final Plat: "No structure in this subdivision shall be occupied until connected to a public water system or an individual water system. Due to declining water supply, prospective property owners are cautioned by Atascosa County to question the seller concerning ground water availability. Rainwater collection is encouraged and in some areas may offer the best renewable water resource."
- ☐ 55. The following statement shall appear prominently on the plat: "No structure or development within the subdivision may begin until Final approval of the plat by Atascosa County Commissioners Court and recording of the approved plat by the County Clerk."
- ☐ 56. Statement regarding Emergency Services District, if applicable.