

ITEMS K, L, M, and N, FOR REPLATS ONLY

_____ K. **REPLATS ONLY** – County Engineer to submit Commissioners Court agenda request to place Public Notice in newspaper of general circulation in the County. Agenda Request to include notice text and copy of proposed replat. Notice to include: date/time and place of Commissioners Court meeting to consider application and hear protests to the revision of the plat.

Commissioners Court action required: if approved

_____ L. **REPLATS ONLY** – Applicant to provide County Engineer with notification letters prepared for signature in an envelope addressed to each owner with proper CMRRR (certified or registered mail, return receipt requested) postage and a list of property owners within affected subdivision (attach Appraisal District ownership datasheets). County Engineer will review letters, sign and deliver to post office. **(This is not required if only joining adjacent lots.)**
Letters to be sent out by date of first date of Public Notice in newspaper.

(Public Hearing)

_____ M. **REPLATS ONLY** – Make revisions resulting from Public Hearing (if any).

_____ N. **REPLATS ONLY** – Fees:
1. **Replat Public Notice (newspaper) Fee:** \$25.43 per week, to be confirmed.

_____ O. Title Report Commitment dated within 60 days of the projected plat approval date.

_____ P. Submit a .DWG format file or a format that is readily convertible to .DWG of final plat.

_____ Q. **Original Tax Certificate and/or Receipt** (depending on time of year) from each taxing unit with jurisdiction over the real property indicating that no delinquent taxes are owed.

_____ R. Originals Needed of Plat for County use ONLY, if extras are needed they must be included with submittal:
Each plat for Official Public Records, Commissioner’s Court Minutes, Road & Bridge Department and Appraisal District **must contain original signatures.**

2 – Bond ONLY, 8½” x 14” **(must be sectioned to ensure legibility)**

3 – Bond or Mylar, 22” x 34” or 24” x 36” (for Waller County)

3 – Bond, 22” x 34” or 24” x 36” (for B-KDD, City, or owner, as required)

For Waller County Use ONLY:

Date Received

Reviewer

Projected CC action date
