

# FINAL PLAT/FINAL REPLAT CHECKLIST

Plat/Replat Name \_\_\_\_\_

Every final plat/replat must include the following:

| Developer | Waller<br>County |   |
|-----------|------------------|---|
| _____     | _____            | Submit the checklist and apply on <a href="#">MGO Connect portal</a> on the Waller County website   |
| _____     | _____            | A. Civil drawings (incl. roads, drainage, detention, fire code compliance) approved by County Engineer’s Office.  |
| _____     | _____            | B. Submit Application for Plat/Replat Approval.   |
| _____     | _____            | C. Revisions made based on preliminary plat/replat comments. Include markups.   |
| _____     | _____            | D. Ensure addressing map is completed and signed by Waller County 911 Addressing.   |
| _____     | _____            | E. Show the location of the 100-year floodplain as identified on the most current FIRM published by FEMA. <b>The placement of an elevation benchmark</b> with the location, description and elevation of the benchmark shall be identified on the face of the plat. Minimum first floor elevations (MFE = BFE + 1.5’) for buildings shall be identified.  |
| _____     | _____            | F. Plat Notes and Certifications<br>_____ Owners’ Release and Responsibility, _____ Lien Holders’ Release,<br>_____ Legal Description, _____ Street Widening, _____ Floodplain (w/TBM),<br>_____ Private Roads, _____ Pipelines, _____ Surveyor,<br>_____ Commissioner’s Court, _____ County Clerk, _____ County Engineer,<br>_____ City Council, _____ Brookshire-Katy Drainage District   |
| _____     | _____            | G. Letter of serviceability from an entity or entities providing water service or a letter from the Developer stating that no service is available within 1000 feet of the subdivision and certifying that the lots are suitable for private wells.   |
| _____     | _____            | H. Letter from the Developer acknowledging that it is the responsibility of the Developer, not the County, to ensure compliance with the provisions of all applicable state, federal, and local laws and regulations relating to the environment, including (but not limited to) the Endangered Species Act, State Aquifer Regulations, surface water and/or ground water district regulations, and municipal watershed ordinances. |
| _____     | _____            | I. The Developer shall give a good and sufficient bond, cash, or letter of credit. This will be referred to as the construction security. <u>To be made out to: Waller County Judge.</u>  |
| _____     | _____            | J. Associated Fees:<br>1. Final <b>Plat/Replat Review</b> : \$1,000. <u>Payable to Waller County.</u><br>2. Filing Fee: \$50.00 per plat. Plus, for <b>LEGIBLE</b> 8.5” x 14”, \$16.00 for the first page and \$4.00 for each additional page. <u>Payable to Waller County Clerk.</u><br>3. Variance Request: Single Family Residential \$100 - Non Single Family Residential \$500 (Payable to Waller County)                      |

**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 – Public Notice** (newspaper) 3 consecutive weeks, to be confirmed.

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

\_\_\_\_\_ P. **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.

\_\_\_\_\_ Q. 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.**

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

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

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

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For Waller County Use ONLY:

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Date Received

Reviewer

Projected CC action date

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