

**CHECKLIST FOR A NEW SUBDIVISION**

NAME OF SUBDIVISION: \_\_\_\_\_  
CONTACT: \_\_\_\_\_  
DATE SUBMITTED: \_\_\_\_\_

**INFORMATION ON MYLAR-SURVEYOR PROVIDES THIS ON THE MYLAR**

- 1. Commissioners Court Block \_\_\_\_\_
- 2. County Clerk Filing Block \_\_\_\_\_  
(Size 2 1/2X 4)
- 3. ETJ Statement \_\_\_\_\_
- 4. Flood Plain Statement \_\_\_\_\_
- 5. Ground water certification \_\_\_\_\_  
• OR STATEMENT \_\_\_\_\_
- 6. Land Owner Dedication \_\_\_\_\_
- 7. Land Owner Notary \_\_\_\_\_
- 8. Legal Description \_\_\_\_\_
- 9. Lien Holder \_\_\_\_\_
- 10. Linear Feet \_\_\_\_\_
- 11. North Marker \_\_\_\_\_
- 12. Scale (1"=200') \_\_\_\_\_
- 13. Surveyors Stamp/Name \_\_\_\_\_
- 14. Utility Easements \_\_\_\_\_
- 15. Vicinity Map \_\_\_\_\_
- 16. Developer Information \_\_\_\_\_
- 17. Water Source \_\_\_\_\_

**BINDER INFORMATION-PROPERTY OWNER SUBMITS**

**PRELIMINARY HEARING**

- 1. 6 Copies provided for review \_\_\_\_\_
- 2. Application \_\_\_\_\_
- 3. Paid receipt \_\_\_\_\_
- 4. Copy of Deed-current owner \_\_\_\_\_

**FINAL HEARING**

- 5. Letter from 9-1-1 \_\_\_\_\_
- 6. Letter-Permitting Dept \_\_\_\_\_ **SEE ATTACHED LIST**
- 7. Deed Restrictions \_\_\_\_\_ \$26.00 1st Pg \$4.00 Add.
- 8. Letter from Post Office \_\_\_\_\_
- 9. Letter from Electric Company \_\_\_\_\_
- 10. Letter from School District \_\_\_\_\_
- 11. Letter from Water Company \_\_\_\_\_
- 12. Groundwater Certification Study \_\_\_\_\_
- 13. Tax Certificates Blue Copy From the Appraisal District \_\_\_\_\_ \$10.00 Page
- 14. Construction Letter Of Credit \_\_\_\_\_
- 15. Signed Mylar \_\_\_\_\_
- 16. Filing Fee Check for County Clerk \_\_\_\_\_ \$76.00 1st Pg \$4.00 Add.

PURPOSE FOR SUBDIVISION: \_\_\_\_\_  
\_\_\_\_\_

CHECKED BY: JAMIE TIERCE, LEGAL RESEARCH \_\_\_\_\_