

ATTACHMENT 2

**ATASCOSA COUNTY SUBDIVISION APPLICATION CHECKLIST**

The following items **MUST BE** included as part of your application for subdivision development:

- Electronic copy of proposed plat
- Copy of deed indicating ownership of property
- 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
- 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
- Engineer certified culvert sizing per lot

- 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
- Attachment 2 – Subdivision Application Checklist
- Attachment 3 – Application for Subdivision Plat Consideration
- Attachment 4 – Additional Requirements to Ascertain Compliance
- Attachment 5 – Plat Physical Characteristics and Appearance
- Attachment 6 – 9-1-1 Addressing Road Name Verification
- Attachment 7 – Acknowledgment by U S Postmaster
- Attachment 8 – Construction Costs Estimate Review and Acceptance, including cost breakdown and calculations – *if applicable*       N/A
- Subdivision Application fee

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

ATTACHMENT 3

**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: \_\_\_\_\_

ATTACHMENT 4

**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. Will the roads, streets and alleys remain private?  YES  NO  N/A

a. If the roads, streets and alleys, and other common elements are to remain private, will title to them be transferred to a POA/HOA or other entity with the responsibility to maintain them?  
 YES  NO

b. Will a gate or other device to control access barricade the entrance to the subdivision?  
 YES  NO

c. If the subdivision is to be a controlled access (gated) community, have you provided for a siren-operated automatic gate opener, and a Lock Box and Emergency Response Key, and letters from EMS, Law Enforcement, and Fire Departments?  YES  NO

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

6. 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

7. 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

8. 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

9. 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

10. 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

11. 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

12. 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

ATTACHMENT 5

**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. The original patented survey(s)
- 2. The number of acres in each survey with the abstract number of same
- 3. The volume and page of the current deed, as filed in the Official Public Records of Atascosa County, of the tract being subdivided
- 4. Boundary lines and total acreage of the Original Tract and the Subdivision
- 5. Total number of lots in the subdivision unit
- 6. A listing of lots and respective acreage within the proposed subdivision
- 7. Total acreage and dimensions of each lot. The area of each lot must be shown in acres to two (2) decimal places.
- 8. Location and acreage of any proposed parks, squares, greenbelts, schools, or other public use facilities
- 9. Names of adjoining subdivisions or owners of property contiguous to the proposed Subdivision
- 10. Area map showing general location of Subdivision in relation to major roads, towns, cities, or topographic features
- 11. North arrow, scale, and date. The scale shall not exceed 1" = 200'.
- 12. GPS coordinates of at least two (2) corners of the subdivision
- 13. Boundary lines of any incorporated city and the limit of the extraterritorial jurisdiction (ETJ) of any city
- 14. 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.*
- 15. Indicate location of any existing structures (wells, cemeteries, etc.) in the subdivision on the plat.
- 16. 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.



- 17. 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
- 18. 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.
- 19. Lot numbers are to be arranged in a systematic order and shown on the plat in distinct and legible figures.
- 20. Elevation contours of no greater than ten foot (10') intervals, or two foot (2') if applicable, shall be shown on the plat.
- 21. 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.
- 22. For subdivisions containing 100-year floodplain, benchmarks and required finished floor elevations of each lot shall be shown.
- 23. If base flood elevations have not been established, they shall be established by a method satisfactory to the Atascosa County Flood Plain Order.
- 24. 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
- 25. 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)
- 26. Total length of all streets, to the nearest one-hundredth of a foot (0.01')
- 27. Total acreage of all streets, public or private
- 28. Total area of all common areas to be dedicated to the public/POA/HOA
- 29. Location, length, and right-of-way widths of all proposed streets and depiction of how all proposed streets shall connect with previously dedicated, platted, or planned streets within the vicinity of the subdivision, see Article 8 in the Atascosa County Subdivision Regulations.
- 30. Location, size, and proposed uses of all proposed access easements, or shared access driveways, if any
- 31. The location of all proposed utility easements and/or infrastructure, including water well sanitary easements, if applicable
- 32. All required drainage easements shall be represented to scale on the final plat.
- 33. Location of water storage tank and access easement, if required
- 34. Dense lot requirements, if applicable.
- 35. Table indicating culvert sizing per lot.
- 36. Lots affected by Special Flood Hazard Area (SFHA) must be listed in the notes section.
- 37. Utility easement diagrams and plat notes

- 38. 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.)
- 39. Name, address and signature of the Surveyor and Engineer. (All names must be typed or printed directly under the executed signature.)
- 40. A signed statement of each entity supplying electric and water utilities shall be displayed on the plat. All names must be typed or printed directly under the executed signature.
- 41. Signature block for Commissioners Court approval
- 42. County Clerk recording acknowledgment
- 43. A written certification from a Registered Professional Engineer that the location and dimensions of streets as set forth and laid out on the Proposed Plat or Survey are in accordance with these Regulations
- 44. 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 streams, rivers, ponds, lakes, other surface water features or any Sensitive Features in accordance with the terms of these Regulations.
- 45. A signed statement by a registered professional engineer certifying that fire suppression requirements of these Regulations have been met.
- 46. 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."
- 47. An appropriate statement indicating the types of sewage disposal systems required for the subdivision.
- 48. Each plat will bear in at least twelve (12) point type the following statement "No structure may be occupied, unless connected to a public sewage system, until a septic permit for the on-site sewage facility is obtained from the Atascosa County Sanitation Officer."
- 49. Statement regarding drainage study, if applicable per Article 12 Atascosa County Subdivision Regulations
- 50. Drainage easement statement, if applicable per Article 12 Atascosa County Subdivision Regulations.
- 51. Drainage easement and fencing statement, if applicable per Article 12 Atascosa County Subdivision Regulations.
- 52. Statement regarding Emergency Services District, if applicable.