

### COMPLETENESS CHECKLIST FOR PLAT

All persons desiring to subdivide land within the areas of jurisdiction of Guadalupe County shall first prepare and submit the following information to constitute a complete submittal:

Plat Review		Form and Contents required with Plat submittal
Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	A completed application for subdivision plat consideration
<input type="checkbox"/>	<input type="checkbox"/>	Completeness Checklist for Plat
<input type="checkbox"/>	<input type="checkbox"/>	Application review fee and all other associated fees
<input type="checkbox"/>	<input type="checkbox"/>	Any part of the proposed subdivision within the ETJ of an incorporated municipality?
<input type="checkbox"/>	<input type="checkbox"/>	Any part of the proposed subdivision within the 100-year floodplain or floodway?
<input type="checkbox"/>	<input type="checkbox"/>	Did the Owner/Developer receive any variances from the subdivision regulations?
<input type="checkbox"/>	<input type="checkbox"/>	18" x 24" paper copy of plat
<input type="checkbox"/>	<input type="checkbox"/>	Digital copy of plat submitted to the Director
<input type="checkbox"/>	<input type="checkbox"/>	Documentation of contact with the County Commissioner
<input type="checkbox"/>	<input type="checkbox"/>	LOC's from all department viewers, utility providers (electric, water, water well, sewer), State Departments, City, GBRA, City, etc..
<input type="checkbox"/>	<input type="checkbox"/>	Copy of issued permit(s) from County Fire Marshal
<input type="checkbox"/>	<input type="checkbox"/>	Copy of issued permit(s) from State Highway Department
<input type="checkbox"/>	<input type="checkbox"/>	Copy of issued permit(s) from County Road & Bridge Department
<input type="checkbox"/>	<input type="checkbox"/>	Documentation of contact with any approvals from the County "911" Coordinator
<input type="checkbox"/>	<input type="checkbox"/>	Photo of posted notification sign of the proposed subdivision
<input type="checkbox"/>	<input type="checkbox"/>	Copy of written notice sent to adjacent property owners of the proposed subdivision
<input type="checkbox"/>	<input type="checkbox"/>	Copy of the return receipts to the adjacent property owners
<input type="checkbox"/>	<input type="checkbox"/>	Recorded deed(s) indicating current ownership
<input type="checkbox"/>	<input type="checkbox"/>	Guadalupe Appraisal District records or other appointed tax assessing entity
<input type="checkbox"/>	<input type="checkbox"/>	Original certified tax certificate showing that all taxes have been paid
<input type="checkbox"/>	<input type="checkbox"/>	Copy of an agreement allowing easements across private property
<input type="checkbox"/>	<input type="checkbox"/>	Copy of an executed contract, agreement or letter from all Utilities (electric, water, sewer)
<input type="checkbox"/>	<input type="checkbox"/>	Engineered plans of the water distribution system
<input type="checkbox"/>	<input type="checkbox"/>	Copy of a report indicating that potable water is available if served by water wells
<input type="checkbox"/>	<input type="checkbox"/>	Copy of an agreement allowing extension of public sewage disposal system

Plat Review		Form and Contents required with Plat submittal
Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Soil sampling report and written site evaluation identifying type of sewage facility
<input type="checkbox"/>	<input type="checkbox"/>	Engineered Storm Water Management
<input type="checkbox"/>	<input type="checkbox"/>	Engineered Road & Drainage Construction Plans
<input type="checkbox"/>	<input type="checkbox"/>	A Performance Bond, Letter of Credit, or an Escrow Account delivered to County Judge