

FINAL PLAT CHECKLIST

Subdivision Name _____

Every final plat must include the following:

Developer _____
 Waller County _____

- A. Resubmit (completed with prior submittal) Application for Plat Approval.
- B. Make revisions based on preliminary plat review comments. Include markups with this submittal.
- C. Ensure addresses shown on the plat.
- D. The plat shall show the location of the 100-year floodplain as identified on the most current Waller County Flood Insurance Rate Map (FIRM) published by the Federal Emergency Management Agency. The placement of an elevation benchmark with the location, description and elevation of the benchmark shall be identified on the face of the plat. The elevation of this benchmark shall be tied into the closest benchmark with the latest USGS datum. Minimum first floor elevations (MFE = BFE + 1.5') for buildings shall be identified.
- E. **Plat Notes and Certifications**
 _____ Owners' Release and Responsibility, _____ Lien Holders' Release,
 _____ Legal Description, _____ Street widening, _____ Floodplain, _____ Private Roads,
 _____ Pipelines
 _____ Commissioner's Court, _____ County Clerk, _____ County Engineer,
 _____ City Council, _____ Brookshire-Katy Drainage District, and _____ Surveyor
- F. A 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.
- G. A 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.
- H. Final plat review fees shall be paid with the submission of the final plat for review.
 (1) \$350.00 for the first 50 acres, plus \$175.00 for each additional increment of 50 acres or less. Check made payable to Waller County.
 (2) \$50.00 for plats less than 10 acres. Check made payable to Waller County.
- I. Handling and Processing Fee
 (1) A charge of \$50.00 will be assessed for handling and processing fee. If a subdivision is developed in sections, a charge of \$50.00 will be assessed for each section platted. Check made payable to Treasurer, Waller County, Texas.
- J. Filing Fee
 (1) \$50.00 per plat plus \$11.00 for the first page and \$4.00 for each additional page. Check made payable to Clerk, Waller County, Texas.
- K. Variance Requests: \$50.00 per request will be assessed for handling and processing of variance requests for approval in Commissioners Court. Check made payable to Treasurer, Waller County, Texas.
- L. Copy of Title Report Commitment dated within 60 days of the projected plat approval date.
- M. Submit a .DWG format file or a format that is readily convertible to .DWG of final plat.
- N. **Original Tax Certificate(s)** – From each taxing unit with jurisdiction of the real property indicating that no delinquent taxes are owed. Tax certificate must be current.
- O. Originals Needed of Plat (Min.):
 Each plat for Official Public Records, Commissioner's Court Minutes, Road & Bridge Department and Appraisal District **must contain original signatures.**
 (1) Two 8 ½" x 14" – Blue line, Black line or Mylar.
 (2) Three 22" x 34" or 24" x 36" – Mylar.

For Waller County Use ONLY:

Date Received _____

Reviewer _____

Projected CC action date _____