

FINAL REPLAT CHECKLIST

Every replat must include the following:

Replat Name _____

Applicant _____
Waller County _____

- A. Resubmit (completed with prior submittal) Application for Plat Approval.
- B. Make revisions based on preliminary replat review comments. Include markups with this submittal.
- C. Supply the County Engineer with a digital file in a .dwg format or a format that is readily convertible to .dwg of the replat.
- D. Fees to be paid prior to item placement on Commissioners Court agenda. Fees shall be paid with the submission of the final replat for review.
 - (1) N/A.
 - (2) Handling and Processing Fee: \$50.00. If a subdivision is developed in sections, a charge of \$50.00 will be assessed for each section platted. Check made payable to County Treasurer.
 - (3) Filing Fee: \$50.00 per plat plus \$11.00 for the first page and \$4.00 for each additional page. Check made payable to County Clerk.
- E. County Engineer to submit Commissioners Court agenda request to have Auditor 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
- F. Applicant to provide County Engineer with notification letters prepared for signature in an envelope addressed to each owner with proper postage (certified or registered mail, return receipt requested) 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.

Letters to be sent out by date of first date of Public Notice in newspaper.

(Public Hearing)
- G. Make revisions resulting from Public Hearing (if any).
- H. Supply the County Engineer with a digital file in a .dwg format or a format that is readily convertible to .dwg of the replat.
- I. Each replat for Official Public Records, Commissioner's Court Minutes, Road & Bridge Department and Appraisal District **must contain original signatures.**
- J. Copy of Title Report Commitment dated within 60 days of the projected plat approval date.
- K. **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.
- L. Originals needed:
 - (1) Two 8 ½" x 14" – Blue line, Black line or Mylar.
 - (2) Three 18" x 24", 22" x 34" or 24" x 36" – Mylar Plat

For Waller County Use ONLY:

Date Received _____

Reviewer _____

Projected CC action date _____