

Tier Two  
Subdivision Application Checklist

**The following items must be included in any application for approval of a Tier 2 subdivision:**

- \_\_\_\_\_ A plat of the subdivision showing the area/acreage of each lot or tract. (§7.1)
- \_\_\_\_\_ A plat and a survey depicting the subdivision must be submitted with each application.
- \_\_\_\_\_ Name and mailing address of the developer.
- \_\_\_\_\_ Name of the subdivision.
- \_\_\_\_\_ North directional indication arrow.
- \_\_\_\_\_ Location map showing the subdivision in relation to major roads, towns, cities, and topographic features.
- \_\_\_\_\_ A description of the exterior boundary of the subdivision by metes and bounds, which locates the subdivision with respect to a corner of the original survey of which it is a part ("corner of the original survey" refers to a properly monumented survey point as determined by the surveyor suitable to recognition as the original corner of the tract being subdivided by commonly accepted surveying practice).
- \_\_\_\_\_ Total area/acreage within the subdivision.
- \_\_\_\_\_ Total number of lots within the subdivision.
- \_\_\_\_\_ The area/acreage of each lot.
- \_\_\_\_\_ The bearing and distance for each lot boundary line.
- \_\_\_\_\_ Proposed land use of all lots being subdivided, as follows:
  - a. Single family residential.
  - b. Multi-family residential.
  - c. Agricultural.
  - d. Commercial.
  - e. Dedicated for public use.
- \_\_\_\_\_ All 100-year floodplains.
- \_\_\_\_\_ Lot and block numbers, arranged in a systematic order and shown on the plat in a distinct and legible manner.

**The survey must contain, at a minimum, the following information on the face of the survey or attached to the survey by referenced addendum:**

\_\_\_\_\_ The real property records index information (instrument number or volume and page) and names of all current owners of property contiguous to the subdivision.

\_\_\_\_\_ The location of all existing permanent, man-made structures within the subdivision, including houses, barns, shacks, other buildings and structures, fences, walls, ponds and stock tanks. Driveways, septic tanks and drain fields.

\_\_\_\_\_ All major topographic features on or adjacent to the property as well as elevation contours at no greater than five-foot (5') intervals if in a floodplain, and no greater than twenty-foot (20') intervals if not in a floodplain.

\_\_\_\_\_ The approximate location of all wells, water, oil, and natural gas, when such wells are either visible and apparent or reflected in the applicable public records (whether maintained by the Texas Railroad Commission, TCEQ, or in the Official Public Records of Coryell County). If public records reflect that a well is capped or plugged, that information must be included as well.

\_\_\_\_\_ Certificates from the developer confirming the following:

\_\_\_\_\_ Availability of water and sewage service. (Appendix C, pg. 59)

\_\_\_\_\_ Compliance with set-back lines. (§3.1(a))

\_\_\_\_\_ 25 feet from lot line adjoining public road and 50 feet from lot line adjoining major road.

\_\_\_\_\_ Minimum of 60 feet of frontage adjoining a road.

\_\_\_\_\_ Dedication of all necessary utility easements. (§2.5)

\_\_\_\_\_ 15 feet to be provided along each property line for utility easement.

\_\_\_\_\_ Confirming the installation of culverts in compliance with the County ordinance on culverts. (§1.6(a))

\_\_\_\_\_ If lot or lots access a TXDOT maintained road Documentation of approval of driveway locations from TXDOT must be provided with plat application.

\_\_\_\_\_ If OSSF is proposed for the Tier 2 subdivision, a certificate from the Coryell County Designated Representative stating that the subdivision plans comply with all

applicable TCEQ rules, including housing density requirements. (§1.5(d)(7), Appendix F, pg. 62)

\_\_\_\_\_ A survey that shows sufficient topographic information adequate to demonstrate that the proposed subdivision will adequately drain and that any proposed development will not alter the natural flow of water to adjoining properties. (§1.5(d))

\_\_\_\_\_ A completed Mailbox Permit Application for each lot shown on the plat. Application is shown in Appendix "R".

\_\_\_\_\_ All fees due to the County after the approval of an application must be paid to the County Clerk upon filing of the plat or replat. (Appendix N, pg. 78)

\_\_\_\_\_ All fees due to the County for the filing of an application must be paid to the County Treasurer contemporaneously with the submission of the application, with a copy of the receipt to be provided with the submission to the Road and Bridge Administrator.(Appendix N, pg. 78)

\_\_\_\_\_ Each developer must submit a written, affirmative acknowledgement of the requirements of this section with their application. (1.3 I )

\_\_\_\_\_ Two full size copies on bond paper in black ink for filing, one for filing within the County Clerk's records, and the other for use by the Coryell Central Appraisal District's mapping department.

\_\_\_\_\_ Six (6) reduced size (not to scale) copies of the plat submitted with the application to be used by the Commissioners Court.

\_\_\_\_\_ Digital copy in PDF compatible format.

\_\_\_\_\_ Cluster mailbox.

\_\_\_\_\_ Site and soil survey.