

Caldwell County Development Submittal Requirements and Checklists

Preliminary Plat Intake Completeness Checklist

- Date of Pre-Application Conference _____
- Caldwell County Subdivision Application
- Submittal Fee (\$750 plus \$150 per lot)
- Tax Certificates
- Preliminary Engineering Plan
- Engineering Summary Report
- Engineering Drainage Report (*can be combined with Engineer Summary Report*)
- If a TxDOT Driveway is proposed, a copy of the permit must be included with application

- If OSSF is proposed, preliminary written approval from Caldwell County is required
- Water & Wastewater Availability/Intent to Serve Letters
- Phasing Agreement, if Phased Subdivision is proposed
- Master Development Plan, if Phased Subdivision is proposed
- If FEMA Floodplain is present within the area of construction (including future homes for residential subdivisions), a floodplain permit or LOMR/CLOMR is needed and must be included with the subdivision application.

- If driveway or utility construction within the County right-of-way is proposed, a copy of those permits should be included with the subdivision application.
- Date Application deemed Administratively Complete: _____
- Date Subdivision Scheduled for Commissioners Court: _____

Preliminary Plat Information Requirements for Technical Review

- Application must be deemed administratively complete prior to beginning technical review. Technical review must be completed within 30 calendar days from the date of administrative completeness.

- Preliminary Plats for tracts of less than 100 acres shall be drawn at a scale of 1"=100'. Preliminary Plats for tracts greater than 100 acres may be drawn at a scale of 1"=200' with approval from the County Engineer. For Preliminary Plats the minimum acceptable sheet size is 18" x 24"; the maximum acceptable size is 24" x 36". Preliminary Plat submittals shall contain the following information:
 - The date of submittal or the date of last revision, scale and north arrow, and a location map oriented with north to the top of the drawing.
 - The name, address, and phone number of the Owner, the primary contact person, the Engineer, and the Surveyor; in place of the seal and signature of the Engineer and / or Surveyor the Preliminary Plat shall include the following note: "Preliminary. This document shall not be recorded for any purposes."
 - A unique subdivision name. The official name of the subdivision shall not begin with the words "A", "An", "The", or "Replat of".
 - The location of existing property boundary lines.
 - The width and location of platted streets and/or alleys within or adjacent to the property.
 - The location of City Limits and Extra-Territorial Jurisdiction (ETJ) boundaries for incorporated areas.
 - The location of existing utilities within the subdivision boundary.
 - The total acreage, number of lots with, size of individual lots including all lot frontages, and sequential and logical identification of lots by lot and block number and including block length.
 - Right-of-way must be established on both sides with ties to monumentation.

Caldwell County Development Submittal Requirements and Checklists

- Proposed right-of-way dedication shall be in conformance with the current County Transportation Plan.
- Identification of proposed land uses other than single family residential.
- The names, locations, width, and dimensions (to nearest foot) of proposed streets, roads, lots, alleys, drainage easements, public utility easements, parks, and other lots provided for public use.
- Adjacent property boundaries and owner's names, including deed references to unsubdivided tracts as available from current tax records, and lot, block, and recording information for adjacent recorded subdivisions.
- Indication of the proposed public or private nature of the streets shall be indicated. If private streets are proposed, the streets must be labeled "Private Street, Drainage and Public Utility Easement" and must be described and platted by lot and block.

Engineering Plan requirements

- Preliminary Plat applications shall be accompanied by the Preliminary Engineering Plan showing the general arrangement of infrastructure and drainage. The maximum acceptable sheet size for Preliminary Engineering Plans is 24" x 36". Preliminary Engineering Plan submittals shall contain the following information
 - Topographic contour lines at one (1') foot or two (2') foot intervals with sufficient accuracy to permit the planning of drainage, streets, and other proposed improvements. Contour lines at greater intervals in steep areas will be acceptable subject to approval by the County Engineer. Datum and data sources must be noted on the plan.
 - A drainage plan drawn at a scale with no less definition than provided in the Preliminary Engineering Plan and including stormwater channel alignments with drainage structures, drainage easements with course and distance of centerlines and boundaries, lot lines, street layout, proposed inlets, culverts, roadside ditches, channel sections and sideslopes, bridges, channel improvements, levees or berms, and fill areas. The limits of the 100-year floodplain shall be depicted including the width of overflow and backwater at roadways.
 - If the subdivision intends to utilize a water distribution, wastewater collection or recycled water system, plans shall be included indicating the typical assignment and trench details, preliminary pipe sizes and alignments, any lift stations / pump stations / etc, and any connection points to adjacent properties or existing roadways.

Engineering Summary Report

- Preliminary Plat applications shall be accompanied by an Engineering Summary Report. The summary report shall be signed and sealed by the Professional Engineer responsible for the Preliminary Engineering Plan and shall address the following
 - Proposed drainage systems including an engineering drainage report to support all drainage designs with complete computations provided in an orderly manner and clearly stated assumptions and design basis.
 - If any revision to a FEMA Flood Insurance Study is required, a detailed discussion of the character the changes to the floodplain.
 - Specification of Groundwater Districts with jurisdictional authority and a discussion of applicable rules and constraints associated with protection of local groundwaters.
 - If proposed streets are to be privately owned, specification of the proposed means for collecting dues from associated property owners; or for providing property tax assessments sufficient to support annual maintenance costs and to support a sinking fund for long term street rehabilitation.
 - If individual, private, onsite wastewater disposal facilities are to be used, preliminary written approval for use of these systems must be provided from the regulatory agencies in Caldwell County responsible for review of onsite waste disposal facilities.
 - If water and/or wastewater services are to be provided by a municipality, corporation, or district, confirmation from the municipality, corporation, or district by certified letter or affidavit of a willingness to serve the proposed development including assurance that sufficient water and/or wastewater capacity is available.

Caldwell County Development Submittal Requirements and Checklists

Phased Subdivisions:

If less than the entire Original Tract is being subdivided and platted, the County will require the Owner to enter into a Phasing Agreement with the County to provide for the orderly administration of the subdivision process and the subsequent platting of the balance of the tract. The Phasing Agreement must be approved by the Commissioners Court concurrently with approval of the first Preliminary Plat.

When a subdivision is platted and developed in phases, each individual phase must stand alone and be capable of functioning independently with respect to utilities, drainage, flood detention and access.

When a subdivision is to be platted as a phased and related development, a Master Development Plan shall be submitted with the Preliminary Plat of the first portion to be subdivided. The Master Development Plan is considered a non-binding planning tool and a source of planning information for the County. It shall include the following information

Master Development Plan

The boundaries of the entire development with the locations of adjacent platted subdivisions and adjoining unplatted property including the names of the record owners of each tract.

The proposed phasing plan including the boundaries of each individual phase and the proposed sequential order for platting.

The location, width and names of all existing or platted streets or public rights-of-way and all existing easements within and adjacent to the development.

The layout and width of proposed arterials, thoroughfares and collector streets, and the general configuration of proposed streets and alleys.

The general arrangement and designations of land uses with specification of any sites designated for special use (e.g., for parks, open space, detention, or other public facilities).

The approximate location of the boundary of the existing and proposed 100-year floodplain and the location and width of drainage easements, channels, creeks and water courses within the development.

The location of proposed drainage courses and of any necessary offsite drainage improvements.

Caldwell County Development Submittal Requirements and Checklists

Final Plat Checklist

- Date of Pre-Application Conference _____
- Date of Preliminary Plat Approval _____
- Caldwell County Subdivision Application
- Submittal Fee (\$750 plus \$150 per lot)
- Tax Certificates
- Subdivision Construction Plans *(Where construction of subdivision infrastructure is required, the Final Plat shall not be submitted until the County Engineer approves the subdivision construction plans.)*

- If water and/or wastewater service is to be provided by private water supply and/or wastewater collection and disposal entity authorized by the appropriate state regulatory body(ies), the applicant shall submit copies of all pertinent authorization documents including copies of construction plans and specifications reviewed and approved by the regulatory entity(ies). This documentation shall include plans for continuous operation and maintenance of the proposed system(s).

- If water and/or wastewater services are to be provided by a municipality, public corporation or district established under Texas law, a written statement from the authorized officials of the municipality, corporation, or district to the effect that sufficient water and/or wastewater capacity is available for lots in the development and that satisfactory fiscal arrangements have been made with the municipality, corporation, or district for construction of the facilities in the subdivision by the Subdivider or that the necessary facilities will be constructed by the municipality, corporation, or district as development progresses.

- If water is to be provided by private water wells, a copy of the water availability study prepared in accordance with TCEQ guidelines.

- If wastewater is to be provided by an onsite sewage facility (OSSF), copies of feasibility reports prepared in accordance with Title 30 of the Texas Administrative Code Chapter 285, TCEQ and other Caldwell County regulations pertaining to OSSF.

- Fiscal security in accordance with Section 3.8 (if Construction Plans aren't being submitted concurrently)

- Utility Availability/Intent to Serve Letters
- A draft of any proposed legal restrictions and covenants to be imposed on the subdivision
- Survey closure information for the tract boundary, rights-of-way, blocks, and lots.
- Homeowners Association Document

Subdivisions developed with private streets, parks, open space or other shared common amenities shall have a mandatory property / home owners' association or be part of an Improvement District (such as a Municipal Utility District, Road District or Public Improvement District) which includes all property and lots served by the private streets, parks, opens space and / or shared amenities. The association or district shall own and be responsible for the maintenance of private streets and appurtenances. The association or district shall provide a plan demonstrating financial responsibility for maintenance and emergency repair of the private street improvements utilizing dues, assessments, maintenance bonds, insurance, etc. The association or district shall have a dedicated "sinking fund" and associated anticipated schedule for major renovations / rehabilitation of the shared facilities. The by-laws or incorporation documents of the entity shall include the requirement to annually submit copies to the County Review Coordinator of its financials, including income statement and balance sheet and other information as may be necessary to demonstrate financial responsibility for ongoing maintenance of the shared facilities. For subdivisions with private roads, the applicant shall provide "seed" money to the entity in its sinking fund for road maintenance of at least 5% of the cost of the street construction cost. The applicable association or district documents shall be reviewed and approved by the County Engineer and the County's Attorney to ensure that they conform to these and other applicable County rules and regulations. The documents shall be filed of record at the County prior to final plat approval in order to ensure that there is an entity in place for long-term maintenance of private streets and appurtenances. The association or district may not be dissolved without the prior written consent of the County. No portion of these documents pertaining to the maintenance of private streets and alleys, and assessments therefore, may be amended without the written consent of the County. The County will not assist in enforcing deed restrictions nor collecting of dues, assessments or taxes

- If FEMA Floodplain is present within the area of construction (including future homes for residential subdivisions), a floodplain permit or LOMR/CLOMR is needed and must be included with the subdivision application.

- If driveway or utility construction within the County right-of-way is proposed, a copy of those permits should be included with the subdivision application.

- Date Application deemed Administratively Complete: _____

- Date Subdivision Scheduled for Commissioners Court: _____

Caldwell County Development Submittal Requirements and Checklists

Final Plat Information Requirements

- Application must be deemed administratively complete prior to beginning technical review. Technical review must be completed within 30 calendar days from the date of administrative completeness.

- The date, subdivision name, scale, location map, north arrow and, on all sheets, the sheet number. The Final Plat shall be 18" x 24" or 24" x 36" and printed on Mylar sheets or non-smearing coated inkjet vellum. It shall be legibly printed in black ink, and it shall utilize a scale of 1"=100' or less. Any Final Plat's deemed to be illegible, misleading, or that may result in illegible or misleading copies when reproduced, will be rejected.
- The names of adjoining subdivisions with adjoining streets, blocks, and lots, and ownership of adjoining properties, including appropriate public filing data.
- Streets names, street boundaries, lot boundaries, and an alphanumeric designation and description for lots (including open spaces) in accordance with a systematic arrangement for identifying lot parcels. Lot and block numbers must be systematically and sequentially arranged. All proposed streets must be named and the names approved in writing by the appropriate regulatory agencies.
- All existing and proposed easements properly indicated and labeled. Existing easements must reference the holder of the easement and recording information. All drainage easements must be shown in accordance with the approved Preliminary Plat.
- Sufficient data to readily determine and reproduce on the ground the location, bearing and length of every street right-of-way line, lot line, block line, and easement line, whether curved or straight. This shall include the radius, arc, and chord distance and bearing for lot, street and easement lines.

- The location of permanent monuments and control points, sufficient to physically mark the location corners, points of intersection, points of curvature, and points of tangency of all subdivision parcels. Lot corners, block corners, curve points, angle points and un-found perimeter boundary corners shall be marked with a physical monument. All monuments shall be set by an RPLS and shall be set at sufficient depth to retain a stable and distinctive location. All monuments shall be of sufficient size to withstand the deteriorating forces of nature and shall be of such material that in the land surveyor's judgment will best achieve this goal. One boundary corner shall be marked with a concrete monument, unless a concrete monument exists on an adjacent platted subdivision within 1,300 feet of the proposed plat. Permanent markers along boundary lines may be spaced not more than 1,300 feet apart.

- One or more benchmarks referenced to a recognized elevation datum shall be placed as permanent monuments in subdivisions which contain the regulatory 100-year flood boundary. The distance between bench marks in these subdivisions shall not exceed twenty-five hundred feet (2,500') for areas affected by the 100-year floodplain.
- Identification of proposed and permitted land uses other than single family residential.
- The legal description of the property proposed to be subdivided including acreage, name of the County survey and abstract number, a reference to the approximate distance to the nearest corner of the original survey of which the subdivision is a part and survey ties across existing street rights-of-way to verify right-of-way widths.

- For any lot shown on a subdivision Final Plat containing, or within three hundred (300') feet of, a floodplain, a note on the plat requiring that the lowest finished floor of any habitable structure built on that lot shall be at least two (2') feet above the "100-year flood" level as determined by a Professional Engineer or as shown on FEMA FIRM maps. Any structure built within this zone shall have an elevation certificate prepared by a Professional Engineer or an RPLS.
- The total acreage, number of lots with, size of individual lots including all lot frontages, and sequential and logical identification of lots by lot and block number and including block length.

Caldwell County Development Submittal Requirements and Checklists

Certificates and Acknowledgments to be provided with Final Plat

- A preamble or statement signed and acknowledged by the current owner(s) of record, dedicating streets, alleys, easements, parks and other open spaces to public use. Where private streets are proposed, the owner shall dedicate such facilities to the use of the owners of lots in the subdivision, utilities providing services to the subdivision, emergency services providers, public service agencies, and a homeowners association for perpetual maintenance. The preamble must also state the acreage subdivided out of each original survey. In addition, a complete mailing address shall be shown beneath the signature of the owner(s).
- Certification by the RPLS to the effect that the plat represents a true and accurate survey made by the surveyor, that all the necessary survey monuments are correctly show thereon, and that it complies with all survey requirements of this ordinance.
- Where necessary, pursuant to the provisions of an interlocal agreement, the signatures of the Chairman and Secretary of the Planning Commission and of the Director of Planning or authorized official of a city with extra-territorial jurisdiction attesting approval of the plat.
- For subdivision within the platting jurisdiction of another governmental entity, the signatures of the appropriate officials or engineer shall be provided on the plat.
- Certification by a Professional Engineer shall be provided indicating that the plat satisfies the engineering requirements of these regulations.
- Certification for signature by the County Clerk indicating the date of Order, and the cabinet and page number of the minutes of the Commissioners Court recording the Order authorizing the filing of the plat.
- Certification for signature by the County Clerk attesting to the date and fact of filing for record and also the date, time and fact of recording, and book and page of record in the Plat Records of Caldwell County.
- For subdivision with Private Streets, an acknowledgement that: "It is understood that on approval of this plat by the Commissioners Court of Caldwell County, Texas, the building of all streets, roads and other public thoroughfares delineated and shown on this plat, and all bridges and culverts necessary to be constructed or placed in such streets, roads other public thoroughfares, or in connection therewith, shall remain the responsibility of the owner, Home Owners / Property Owners Association, and/or applicant of the tract of land covered by this plat, in accordance with plans and specifications prescribed by the Commissioners Court of Caldwell County, Texas. The Court assumes no obligation to build the streets, roads and other public thoroughfares shown on this plat, or of constructing any bridges or culverts in connection therewith." See Sections 3.9 and 4.2.5 and Appendix A.4 for additional acknowledgements that may be required for private streets.
- For subdivisions with Public Streets, an acknowledgement that: "The Owner(s) of the Subdivision shall construct the Subdivision's street and drainage Improvements (the "Improvements") to County Standards in order for the County to accept the public Improvements for maintenance or to release fiscal security posted to secure private Improvements. To secure this obligation, the Owner(s) must post fiscal security with the County in the amount of the estimated cost of the Improvements. The Owner(s)' obligation to construct the Improvements to County Standards and to post the fiscal security to secure such construction is a continuing obligation binding on the Owners and their successors and assigns until the public Improvements have been accepted for maintenance by the County or the private Improvements have been constructed and are performing to County Standards."
- If applicable, a statement indicating that: "The County is not responsible for maintenance of parks, open space, or drainage easements unless otherwise agreed to by the Commissioners Court."
- A statement indicating that: "No lot in this subdivision shall be occupied until connected to a municipal water distribution system or an approved onsite water well."
- If the subdivision is not to be served immediately by a sewage collection system connected to an approved private community disposal facility, or to a public sewer system, and if disposal of domestic sewage through a private individual sewage disposal system has been approved by the appropriate local authority for each lot, the plat shall contain a restriction prohibiting occupancy of any lot until such private individual sewage disposal system has been installed, inspected, and permitted in accordance with the rules and regulations of the Texas Department of State Health Services and/or the Texas Commission on Environmental Quality, and the appropriate local authority.
- If applicable, reference to any covenants or restrictions imposed on the land by volume and page of Caldwell County Real Property Records.
- If lots will be served by OSSF, a certification by the Engineer or licensed sanitarian that lot(s) or sites serviced by individual sewage disposal system(s) satisfy State and County requirements for septic systems or that alternative organized disposal systems will be required.

Caldwell County Development Submittal Requirements and Checklists

Short Form Final Plat Checklist

- Date of Pre-Application Conference _____
 - A) Short Form Plat is a Final Plat that:
 1. Consists of four (4) or fewer lots;
 2. Does not require the dedication of new streets;
 3. Does not require stormwater detention facilities at the time of platting; Situations that do not require stormwater facilities at the time a short form plat is approved:
 - a) plat of 4 lots or less that are a minimum of one-acre in size, restricted to one single family residences. Such lots shall be restricted by plat note from installation of greater than 20% impervious cover and from further subdivision or
 - b) plats of 4 lots or less that are designated by plat note for commercial development. In this case, a plat note shall be included stipulating that Commercial Development Permit including stormwater detention will be provided prior to development or clearing of the lot.
 - B) Inside the ETJ of a municipality, a short form plat shall follow the provisions of the interlocal agreement. If there is no interlocal agreement, the Short Form Plat must be submitted concurrently to all applicable jurisdictions.
 - C) Each lot must abut a state roadway, County Road, or Private Street of adequate right-of-way and construction and be situated such that no additional streets are necessary to meet the County requirements.
 - D) Preliminary Plat is not required for a Short Form Plat.
 - E) If the Short Form Plat application contains property currently within an existing recorded subdivision, see Section 3.10 and 3.11 of the subdivision regulations for cancellation and revision procedures.
 - F) Refer to Sections 3.6 for Plat Requirements. Exception: Only the following items from Section 3.6.3 are applicable to Short Form Plats: 3.6.3.D, 3.6.3.G, 3.6.3.I, and 3.6.3.J.
- Application
 - Submittal Fee (\$750 plus \$100 per lot)
 - Tax Certificates (3.6.3.I)
 - Utility Availability/Intent to Serve Letters (3.6.3.G)
 - If water is to be provided by private water wells, a copy of the water availability study prepared in accordance with TCEQ guidelines. (3.6.3.D)
 - Survey closure information for the tract boundary, rights-of-way, blocks, and lots. (3.6.3.J)

Short Form Final Plat Information Requirements

- Application must be deemed administratively complete prior to beginning technical review. Technical review must be completed within 30 calendar days from the date of administrative completeness.
- The date, subdivision name, scale, location map, north arrow and, on all sheets, the sheet number. The Final Plat shall be 18" x 24" or 24" x 36" and printed on Mylar sheets or non-smearing coated inkjet vellum. It shall be legibly printed in black ink, and it shall utilize a scale of 1"=100' or less. Any Final Plat's deemed to be illegible, misleading, or that may result in illegible or misleading copies when reproduced, will be rejected.
- The names of adjoining subdivisions with adjoining streets, blocks, and lots, and ownership of adjoining properties, including appropriate public filing data.
- All existing and proposed easements properly indicated and labeled. Existing easements must reference the holder of the easement and recording information. All drainage easements must be shown in accordance with the approved Preliminary Plat.
- Sufficient data to readily determine and reproduce on the ground the location, bearing and length of every street right-of-way line, lot line, block line, and easement line, whether curved or straight. This shall include the radius, arc, and chord distance and bearing for lot, street and easement lines.
- The location of permanent monuments and control points, sufficient to physically mark the location corners, points of intersection, points of curvature, and points of tangency of all subdivision parcels. Lot corners, block corners, curve points, angle points and un-found perimeter boundary corners shall be marked with a physical monument. All monuments shall be set by an RPLS and shall be set at sufficient depth to retain a stable and distinctive location. All monuments shall be of sufficient size to withstand the deteriorating forces of nature and shall be of such material that in the land surveyor's judgment will best achieve this goal. One boundary corner shall be marked with a concrete monument, unless a concrete monument exists on an adjacent platted subdivision within 1,300 feet of the proposed plat. Permanent markers along boundary lines may be spaced not more than 1,300 feet apart.

Caldwell County Development Submittal Requirements and Checklists

- One or more benchmarks referenced to a recognized elevation datum shall be placed as permanent monuments in subdivisions which contain the regulatory 100-year flood boundary. The distance between bench marks in these subdivisions shall not exceed twenty-five hundred feet (2,500') for areas affected by the 100-year floodplain.
- Identification of proposed and permitted land uses other than single family residential.
- The legal description of the property proposed to be subdivided including acreage, name of the County survey and abstract number, a reference to the approximate distance to the nearest corner of the original survey of which the subdivision is a part and survey ties across existing street rights-of-way to verify right-of-way widths.
- The total acreage, number of lots with, size of individual lots including all lot frontages, and sequential and logical identification of lots by lot and block number and including block length.

Certificates and Acknowledgments to be provided with Short Form Final Plat

- A preamble or statement signed and acknowledged by the current owner(s) of record, dedicating streets, alleys, easements, parks and other open spaces to public use. Where private streets are proposed, the owner shall dedicate such facilities to the use of the owners of lots in the subdivision, utilities providing services to the subdivision, emergency services providers, public service agencies, and a homeowners association for perpetual maintenance. The preamble must also state the acreage subdivided out of each original survey. In addition, a complete mailing address shall be shown beneath the signature of the owner(s).
- Certification by the RPLS to the effect that the plat represents a true and accurate survey made by the surveyor, that all the necessary survey monuments are correctly show thereon, and that it complies with all survey requirements of this ordinance.
- Where necessary, pursuant to the provisions of an interlocal agreement, the signatures of the Chairman and Secretary of the Planning Commission and of the Director of Planning or authorized official of a city with extra-territorial jurisdiction attesting approval of the plat.
- For subdivision within the platting jurisdiction of another governmental entity, the signatures of the appropriate officials or engineer shall be provided on the plat.
- Certification by a Professional Engineer shall be provided indicating that the plat satisfies the engineering requirements of these regulations.
- Certification for signature by the County Clerk indicating the date of Order, and the cabinet and page number of the minutes of the Commissioners Court recording the Order authorizing the filing of the plat.
- Certification for signature by the County Clerk attesting to the date and fact of filing for record and also the date, time and fact of recording, and book and page of record in the Plat Records of Caldwell County.
- For subdivision with Private Streets, an acknowledgement that: "It is understood that on approval of this plat by the Commissioners Court of Caldwell County, Texas, the building of all streets, roads and other public thoroughfares delineated and shown on this plat, and all bridges and culverts necessary to be constructed or placed in such streets, roads other public thoroughfares, or in connection therewith, shall remain the responsibility of the owner, Home Owners / Property Owners Association, and/or applicant of the tract of land covered by this plat, in accordance with plans and specifications prescribed by the Commissioners Court of Caldwell County, Texas. The Court assumes no obligation to build the streets, roads and other public thoroughfares shown on this plat, or of constructing any bridges or culverts in connection therewith." See Sections 3.9 and 4.2.5 and Appendix A.4 for additional acknowledgements that may be required for private streets.
- For subdivisions with Public Streets, an acknowledgement that: "The Owner(s) of the Subdivision shall construct the Subdivision's street and drainage Improvements (the "Improvements") to County Standards in order for the County to accept the public Improvements for maintenance or to release fiscal security posted to secure private Improvements. To secure this obligation, the Owner(s) must post fiscal security with the County in the amount of the estimated cost of the Improvements. The Owner(s)' obligation to construct the Improvements to County Standards and to post the fiscal security to secure such construction is a continuing obligation binding on the Owners and their successors and assigns until the public Improvements have been accepted for maintenance by the County or the private Improvements have been constructed and are performing to County Standards."
- If applicable, a statement indicating that: "The County is not responsible for maintenance of parks, open space, or drainage easements unless otherwise agreed to by the Commissioners Court."
- A statement indicating that: "No lot in this subdivision shall be occupied until connected to a municipal water distribution system or an approved onsite water well."
- If the subdivision is not to be served immediately by a sewage collection system connected to an approved private community disposal facility, or to a public sewer system, and if disposal of domestic sewage through a private individual sewage disposal system has been approved by the appropriate local authority for each lot, the plat shall contain a restriction prohibiting occupancy of any lot until such private individual sewage disposal system has been installed, inspected, and permitted in accordance with the rules and regulations of the Texas Department of State Health Services and/or the Texas Commission on Environmental Quality, and the appropriate local authority.
- If applicable, reference to any covenants or restrictions imposed on the land by volume and page of Caldwell County Real Property Records.
- If lots will be served by OSSF, a certification by the Engineer or licensed sanitarian that lot(s) or sites serviced by individual sewage disposal system(s) satisfy State and County requirements for septic systems or that alternative organized disposal systems will be required.

Caldwell County Development Submittal Requirements and Checklists

Subdivision Construction Permit Checklist

- Date of Pre-Application Conference _____
- Date of Preliminary Plat Approval _____
- Date of Final Plat Approval _____
- Caldwell County Subdivision Application
- Submittal Fee (1.5% of Cost of Streets and Drainage)
- Subdivision Construction Plans - 1 set (*Where construction of subdivision infrastructure is required, the Final Plat shall not be submitted until the County Engineer approves the subdivision construction plans.*)

- Geotechnical Report establishing pavement design standards
- QA/QC Plan
- Engineer's Opinion of Probable Cost
- Engineer's Summary Letter
- Traffic Impact Analysis for developments that generate traffic volumes in excess of 2,000 vehicle trips per day

- If FEMA Floodplain is present within the area of construction (including future homes for residential subdivisions), a floodplain permit or LOMR/CLOMR is needed and must be included with the subdivision application.

- If driveway or utility construction within the County right-of-way is proposed, a copy of those permits should be included with the subdivision application.
- Date Application deemed Administratively Complete: _____
- Date Subdivision Construction Plans Scheduled for Commissioners Court: _____

Subdivision Construction Plan Elements and Design General Requirements

- Plans shall contain a signature block for approval by the County in addition to all other typical information found on construction plans and all other data necessary for construction. The County Engineer must approve language provided in the General Notes and Special Notes
- Plans shall contain a print of the subdivision plat reduced to a size and a scale divisible by ten (10) to conform to the scales of construction drawings.
- Design details for the construction of streets and drainage facilities shall conform to the requirements of these regulations and shall be of a scale ratio no less defined than one inch to fifty feet (1' = 50') horizontal and one inch to five feet (1' = 5') vertical. Existing ground line and finished grade profiles shall be shown at the centerline of the right-of-way. Street cross-sections including road shoulders and ditch lines shall be provided at intervals no greater than 100 feet.
- Typical cross-sections shall be provided for roadway sections having similar drainage and/or traffic carrying requirements.
- All existing and proposed drainage and utility appurtenances shall be shown in plan and profile;
- Plans for the installation of storm sewer and sanitary sewer shall show the horizontal alignments and grades in both plan and profile.
- The location and installation of utilities within drainage easements shall be allowed only when no other practical alternative exists. A separate utility easement, outside that required for the floodway, shall be provided wherever possible.
- Utility Design**
Plans for the installation of sanitary sewer lines, water lines, electric lines, gas lines or any other similar underground service line are required to be approved by the entity providing the proposed service and by the governmental agency(ies) having appropriate jurisdictional authority (Texas Commission on Environmental Quality, Guadalupe Blanco River Authority (GBRA), Lower Colorado River Authority (LCRA), water district, etc.).
After review and approval by the service provider, and before approval of subdivision construction plans by the County, approved utility plans shall be submitted to the County for final approval of system location and alignment; depth of cover; type and method of backfill; restoration of surfaces after installation; location of valves, controls or manholes; and other features projecting to the surface which can be expected to affect public roadways and ROW.
- Plans showing the lines and grades in both plan and profile are required for the installation of water line in excess of twelve inches (12") in diameter. Smaller lines may be shown in plan view only if typical details are provided which clearly indicate the depth of the water line under streets, drainage ditch and culvert flowlines, and the horizontal location and depths of other utilities.
- Plans for the installation of storm sewer and sanitary sewer lines shall show alignments and grades in both plan and profile.
- Location and installation of utilities within a drainage easement shall be allowed only when no other practical alternative exists. A separate public utility easement, outside that required for the floodway, shall be provided wherever possible

Caldwell County Development Submittal Requirements and Checklists

Erosion & Sedimentation Control Requirements

Temporary erosion and sediment controls shall be provided for all subdivision construction activity sufficient to capture and control construction phase sediment loads and to prevent siltation of downstream waterways. Permanent erosion and sediment controls shall be provided sufficient to permanently stabilize all disturbed areas, prevent erosion in channels and at drainage structure outfalls during high flow events, and protect the integrity of structural improvements. Erosion and sediment control requirements for subdivision are presented in Appendix F.

Private Street Requirements

Private streets will be permitted through the same process as public streets but have additional requirements as follows:

In addition to the street names, the Lot and/or Block information associated with the private streets shall be shown on the construction plans.

The permit application shall include a copy of the documents establishing the property owners association and identifying the prescribed terms and acknowledgements as outlined in this ordinance.

The permit application shall include a copy of the association's or district's Court approved plan demonstrating private financial responsibility for maintenance and emergency repair of the private street improvements utilizing dues, assessments, maintenance bonds, insurance, etc. as set forth in Section 3.9 (E).

Caldwell County Development Submittal Requirements and Checklists

Commercial Site Construction Permit Checklist

- Date of Pre-Application Conference _____
- Copy of Recorded Plat (if a legally subdivided lot) or metes and bounds description and accompanying surveyors sketch for the acreage tracts
- Caldwell County Subdivision Application
- Submittal Fee (*Refer to Subdivision and Development Fee Schedule - fee is calculated using construction cost*)
- Site Construction Plans - 1 set
- Specifications
- Tax Certificates
- QA/QC Plan
- Utility Service Availability Letters
- Engineer's Opinion of Probable Cost
- Engineer's Summary Report (including drainage, discussion of character of changes if a revision to FEMA Flood Insurance Study is required, specification of the source of water and wastewater service)
- Traffic Impact Analysis for developments that generate traffic volumes in excess of 1,000 vehicle trips per day
- Proof of potable water service in the form of 1) receipt for paid impact / meter fees from the applicable water supplier, 2) water bill, OR 3) copy of drillers log for private water well. 4) an engineered or certified rainwater collection system

- If FEMA Floodplain is present within the area of construction (including future homes for residential subdivisions), a floodplain permit or LOMR/CLOMR is needed and must be included with the subdivision application.
- If driveway or utility construction within the County right-of-way is proposed, a copy of those permits should be included with the subdivision application.
- Commercial Construction Plans Information Requirements**
- Cover Sheet showing name, address and phone numbers for the record Owner, proposed project name, location map, sheet index, certifications and signature blocks, the names of the engineer and surveyor, the project address, the submittal date, and the bearing basis and benchmarks list.
- Existing Conditions Sheet showing property lines with bearings and distances; locations of existing structures and improvements; significant trees 12" caliper and larger; centerline of drainageways and existing drainage structures; 100-year floodplain boundaries if applicable; existing topographic data at 1-foot contour intervals; locations, sizes and descriptions of all existing utilities; location, dimensions, names and descriptions of all existing or recorded rights-of-way and easements; and location of City Limit and ETJ lines.
- Erosion and Sedimentation Control Plan showing location, size and character of all temporary and permanent erosion and sediment control measures, contractor staging areas, and proposed cut and fill areas.
- Site Plan showing location and dimensions of all existing and proposed buildings, driveways, and parking facilities with sufficient dimensional control information to allow proper construction staking.
- Grading and Drainage Plan with drainage areas and design flows; detailed design of drainage facilities including channel sections, storm sewers, and detention basins; existing and proposed topographic conditions at one-foot intervals; benchmarks; and design flow calculations.
- Base flood elevations and existing and proposed finished floor elevations for any structures located in a floodplain or within three hundred (300) feet of a floodplain.
- Utility Plan Sheet showing layout and pipe sizes for the proposed water distribution and wastewater collection systems; well locations; on-site wastewater treatment and disposal system locations with design capacity information, if applicable; locations of fire hydrants, valves, meters; design details for connections to municipal water system; plan and profile information for water utility line in the public ROW or public utility easements; and, if applicable, detailed design sheets for lift stations.
- Construction Details.