



Plat Application

Application Type	
<input type="checkbox"/> Final Plat	<input type="checkbox"/> Short Form Final Plat
<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Replat Vacate Plat

Location
Site Address: _____
Parcel Number: _____

Project Information	
Subdivision Name: _____	Precinct #: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Total Acreage: _____	Located in ETJ? <input type="checkbox"/> Yes <input type="checkbox"/> No ESD# _____
Total Lots (Commercial/ Residential): _____	If yes, where? _____

Owner's Information and Certification	
Property Owner Name/Entity: _____	Property Address: _____
Property Owner/Entity Phone: _____	Property Owner Signature : _____
Property Owner/Entity Email: _____	I hereby certify that I have given permission for the below listed Applicant* to submit this Application and to represent me in all matters affecting this Application.

Applicant's Information	
<i>* Applicant is the main point of communication to the County. All County correspondence will be sent to person listed below.*</i>	
Applicant* Name: _____	Applicant* Address: _____
Applicant* Phone: _____	Applicant* Signature: _____
Applicant* Email: _____	I hereby certify that this application submitted to Caldwell County is complete and includes all required documentation. I acknowledge that incomplete information or misrepresentation may result in delays, denial, or withdrawal of the application.

Consultants - Professional Services (if applicable)	
Consultants: _____	Signature: _____
Licensed Professional Engineer: _____	License #: _____
Registered Professional Land Surveyor: _____	Registration #: _____
Registered Sanitarian: _____	Registration #: _____
Geoscientist: _____	License #: _____

Anticipated Source of Water
<input type="checkbox"/> Individual Wells
<input type="checkbox"/> Water Provider:

Anticipated Source of Wastewater	
<input type="checkbox"/> Standard/Conventional On-Site Sewage Facility	<input type="checkbox"/> Advanced On-Site Sewage Facility
<input type="checkbox"/> Sewer Provider:	



Plat Checklist

Please follow the checklist list that applies to your application type.

Short Form Plat

Please provide all electronic submittals in the following .pdf format with the following recommended file name. For example: "Application, Preliminary Plat, Engineer's Report, Engineer's Summary Letter, and etc."

- Caldwell County Plat Application
- Submittal Fee (Refer to current Caldwell County Fee Schedule)
- Tax Certificate indicating that taxes were paid prior to January 31st of the current year.
- Recorded Deed as Proof of Record of Ownership
- Utility Availability/ Proof of Water, Wastewater and Electric Availability
- Project Description Letter
- Short Form Plat (PDF Size: 18" x 24" or 24" x 36")
- If water is to be provided by private water wells, a copy of the water availability study prepared in accordance with TCEQ guidelines. (3.6.3D)
- Survey closure reports for the outboundary, each lot, and ROW to be dedicated.

The Short Form Final Plat Information Requirements for Technical Review are outlined in section 3.7 of the Caldwell County Ordinance.

Preliminary Plat

Please provide all electronic submittals in the following .pdf format with the following recommended file name. For example: "Application, Preliminary Plat, Engineer's Report, Engineer's Summary Letter, and etc."

- Caldwell County Plat Application
- Submittal Fee (Refer to current Caldwell County Fee Schedule)
- Tax Certificate indicating that taxes were paid prior to January 31st of the current year.
- Copy of Deed(s)
- Utility Availability/Proof of Water, Wastewater and Electric Availability
- Project Description Letter
- Preliminary Engineering Plan (PDF Size: 18" x 24" or 24" x 36")
- Engineering Summary Report and Drainage 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 the application.
- If OSSF is proposed, preliminary written approval from Caldwell County is required.
- Phasing Agreement, if a Phased Subdivision is being proposed.
- Master Development Plan, if a Master Development plan is being 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 submitted with the application.
- If driveway or utility construction within the County right-of-way is proposed, a copy of the permits shall be included with the application.

The Preliminary Plat Information Requirements for Technical Review are outlined in section 3.4 through 3.5 of the Caldwell County Ordinance.

Final Plat

Please provide all electronic submittals in the following .pdf format with the following recommended file name. For example: "Application, Preliminary Plat, Engineer's Report, Engineer's Summary Letter, and etc."

- Date of Preliminary Plat Approval _____
- Caldwell County Plat Application
- Submittal Fee (Refer to current Caldwell County Fee Schedule)
- Tax Certificate indicating that taxes were paid prior to January 31st of the current year.
- Copy of Deed(s)
- Utility Availability/Service Agreement for Water and Wastewater
- Final Plat (PDF Size: 18" x 24" or 24" x 36")
- 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 the 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, 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)
- A draft of any proposed legal restrictions and covenants to be imposed on the subdivision
- Survey closure reports for the outboundary, each lot, and ROW to be dedicated (3.6.3.J)
- 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 financial, 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 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.

The Final Plat Information Requirements for Technical Review are outlined in section 3.6 of the Caldwell County Ordinance.

FAILURE TO PROVIDE THE REQUIRED DOCUMENTS WILL RESULT IN A FAILED INTAKE-MEETING AND WILL HAVE TO RESCHEDULE A NEW INTAKE-MEETING.

You will receive a confirmation email within 3 business days confirming the submittal. Once the submittal is deemed complete during the Intake-Meeting by staff, please allow 30 business days for staff to complete their technical review. If you have any questions please feel free to contact Caldwell County Engineers at DoucetCaldwellCounty@Kleinfelder.com or Kasi Miles at Miles479@hotmail.com

General Information to Be Shown on the Plat

- Subdivision Title/ Name, Date, North Arrow, and Vicinity Map
- Scale (1 inch = 100 feet for plats less than 100 acres or 1 inch = 200 feet for plats greater than 100 acres)
- 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."
- 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.
- 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.
- On adjacent platted properties show subdivision names and record references (Book and Page or Document #.) If the adjacent property is unplatted, show owners' names and deed references.
- 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.
- 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.
- Proposed right-of-way dedication shall be in conformance with the current County Transportation Plan.

**CALDWELL COUNTY
PLAT STANDARD NOTES AND SIGNATURE BLOCKS**

Signature Blocks

STATE OF TEXAS

COUNTY OF CALDWELL

I, Teresa Rodriguez, County Clerk in and for Caldwell County, Texas do hereby certify that this map or plat has been fully presented and approved by the Commissioners Court of Caldwell County, Texas on the ____ day of _____, 20____, to be recorded in the Plat Records of Caldwell County, Texas.

Teresa Rodriguez

Caldwell County Clerk

STATE OF TEXAS

COUNTY OF CALDWELL

I, Teresa Rodriguez, County Clerk in and for Caldwell County, Texas do hereby certify that the foregoing instrument with its certificates of authentication was filed for record in my office the ____ day of _____, 20____, at ____ o'clock ____ M. and duly recorded on the ____ day of _____, 20____, in the Plat Records of Caldwell County, Texas in Plat Cabinet ____ at Slide _____.

Teresa Rodriguez

Caldwell County Clerk

Plat Notes

Notes:

- 1.No commercial construction or construction of residential homes (including installation of mobile homes may begin until the applicable residential or commercial development permit is obtained from the applicable jurisdiction.
- 2.In order to promote safe use of roadways and preserve the conditions of public roadways, no driveway constructed on any lot within this subdivision shall be permitted access onto a publicly dedicated roadway unless a DRIVEWAY PERMIT has been issued by the appropriate entity having jurisdiction over the roadway.

Drainage easements:

- 1.NO STRUCTURES SHALL BE PERMITTED WITHIN DRAINAGE EASEMENTS EXCEPT:
 - a)STORM CONTROL STRUCTURES SPECIFICALLY DESIGNED AND APPROVED BY THE REGULATING BODY(IES) OR
 - b)FENCES OF OPEN DESIGN TO ALLOW THE FREE FLOW OF WATER.

2.EACH OWNER OF ANY PORTION OF THE PROPERTY OVER WHICH A DRAINAGE EASEMENT IS LOCATED SHALL HAVE THE OBLIGATION AND LIABILITY TO CONTINUOUSLY MAINTAIN THE FACILITIES LOCATED ON THAT OWNER'S PROPERTY IN ACCORDANCE WITH THE REQUIREMENTS OF THE COUNTY AND IN A GOOD AND FUNCTIONING CONDITION, AT THAT OWNERS COST AND EXPENSE. RESPONSIBILITY FOR MAINTAINING IMPROVEMENTS IN THE DRAINAGE EASEMENTS SHOWN HERON IS LOT OWNER [modify as appropriate for plats vs. separate instrument easements]. BLOCKING, FILLING, OBSTRUCTING FLOW, OR ALTERING OF A DRAINAGE EASEMENT IS PROHIBITED WITHOUT EXPRESS APPROVAL OF [include reference to relevant city if inside an ETJ] AND CALDWELL COUNTY. THE COUNTY AND OTHER GOVERNMENTAL AUTHORITIES SHALL HAVE THE RIGHT TO, AND ARE HEREBY GRANTED AN EASEMENT AND RIGHT OF ENTRY TO, INSPECT, MONITOR, AND OTHERWISE ACCESS IN, UPON AND ACROSS ALL DRAINAGE EASEMENTS DEDICATED BY THIS PLAT [modify for separate instrument easements]. IN THE EVENT OF THE FAILURE OF LOT OWNER [easement owner in the case of an easement] TO MEET ITS OBLIGATIONS UNDER THE PRECEDING PARAGRAPH, THE COUNTY OR OTHER GOVERNMENTAL AUTHORITY SHALL HAVE THE RIGHT TO PERFORM THE OBLIGATIONS OF

Short Form Plat Note *(This note shall be provided on all short form plats in addition to the plat standard notes)*

- 4) does not require stormwater detention facilities at the time of platting. Situations that do not require stormwater detention facilities at the time a short form plat is approved:
 - a) Plats 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.

Caldwell County On-Site Wastewater

CALDWELL COUNTY ON-SITE WASTEWATER PROGRAM NOTES:

1. NO STRUCTURES IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO A PUBLIC SEWER SYSTEM OR A PRIVATE ON SITE SEWAGE DISPOSAL SYSTEM APPROVED BY THE CALDWELL COUNTY COUNTY ON-SITE WASTEWATER PROGRAM.
2. NO STRUCTURE IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO A POTABLE WATER SUPPLY FROM AN APPROVED PUBLIC WATER SYSTEM.
3. NO ON-SITE WASTEWATER DISPOSAL SYSTEM MAY BE INSTALLED WITHIN 100 FEET OF A PRIVATE WATER WELL NOR AN ON-SITE WASTEWATER DISPOSAL SYSTEM BE INSTALLED WITHIN 150 FEET OF A PUBLIC WATER WELL.
4. NO CONSTRUCTION MAY BEGIN ON ANY LOT IN THIS SUBDIVISION UNTIL PLANS FOR THE PRIVATE ON-SITE WASTEWATER DISPOSAL SYSTEM ARE SUBMITTED AND APPROVAL BY THE CALDWELL COUNTY ON-SITE WASTEWATER PROGRAM.
5. THESE RESTRICTIONS ARE ENFORCEABLE BY THE CALDWELL COUNTY ON-SITE WASTEWATER PROGRAM AND / OR LOT OWNERS.

KASI MILES
DIRECTOR OF SANITATION

DATE