

LAVACA COUNTY  
SUBDIVISION CHECKLIST

<u>SEC.</u>	<u>DATE</u>	<u>COMPLETE</u>	<u>DESCRIPTION</u>
			<b><u>CHAPTER 1</u></b>
1.2			Confirm by record search that proposed subdivision name is not already in use, or subject to confusion due to similarity of name with an existing subdivision already in existence.
1.2 (c)(iv)			Acknowledgment, in writing, of Section 1.2(c)
1.2(i)			Copy of Plat in Digital format compatible with Appraisal District software in use at time of application.
1.2(f) (1)			Description of proposed subdivision by metes and bounds.
1.2(f) (2)			Locations of subdivision tied to an original corner from the original survey of which it is a part.
1.2(f)(3)			State dimensions of the subdivision and each part to be dedicated to public use or the use of purchasers of lots within subdivision.
1.2(f)(4)			Acknowledgment on Plat by Owner with notary seal.
1.2(h)			Plat format complies with filing and recording requirements of 12.002 Texas Property Code.
1.2(i)			Digital map provided that is compatible with Appraisal District software.
1.3			If a statutory exception to subdivision requirements is claimed, or if applicant intends to apply for a discretionary exemption from the Commissioners court, please state the exception or exemption applicable.
			<b><u>Chapter 2</u></b>
2.1			Is this a residential or non-residential subdivision, and if non-residential, are their occupied spaces during business hours. If so, water standards apply. 2.1 (a)-Industrial with occupied spaces during business hours. 2.1 (b) itemized cost by category of improvements.
2.1.1			Nature of Water Facilities Development stated, i.e. existing Public Water System, New Public Water System (CCN required), Non-Public Water System (groundwater availability study and certificate of quantity and quality).
2.1.2			Nature of Wastewater Disposal facilities, i.e. Permit for use of organized wastewater collection system, Agreement of existing permitted facility, On-Site Sewerage Facilities (OSSF).
2.1.3			Greywater Resuse-evidence of compliance with 30 TAC 210 and/or 285
2.1.4			Drainage structures-must be shown on plat, with 2' floor elevations in flood plain.

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2.1.5			Sludge Disposal compliance with 30 TAC 312 and 317
2.2			Set Back Compliance-25 feet from any public road, 50 feet from any major highway or road. (Subject to designation by Comm. Ct.)
2.2			Utility Easement Set-Backs: (10 feet lot lines, surface easement within 5 feet of lot line, subsurface utilities within 10 feet of lot line.)
2.2			Certificate of Fire Department attached to plat application reflecting compliance with fire-fighting requirements.
2.3			OSSF Density Statement
2.4.2.1			Recreational Vehicle Park Requirements: Plat prepared by Surveyor/Engineer, with review and approval by County Engineer or designee.
2.4.3.1-2			Recreational Vehicle Park Requirements: Survey of boundaries with all significant features, metes and bounds, and 100-year flood plain regulation.
2.4.3.3-5			Recreational Vehicle Park Requirements: Water and Sewerage compliance statement. Certificates Required from Engineer.
2.5.1-9			Recreational Vehicle Park Regulations: 20 spaces per acre limit, office with 5 spaces, all spaces with maneuvering space, electrical hookup, 20% of 18x50', with 10' clearance between spaces, pads for RV, internal access street 24' hard surfaced, mobility accessible. Certificate from Engineer of compliance.
2.5 (B)			Service Building requirements: Lighting, concrete floors, heated, floor drains, male and female toilets separated by soundproof wall. Service building no closer than 15 feet and no more than 300 feet from any RV pad.
2.5(B)			Service Building requirements: Toilets to be ADA accessible. One flush toilet for both male and female, one lavatory for each, on shower/dressing room for each, one washing machine, one slop sink 14x14x14. RV spaces not to exceed 50, unless additional service building requirements are met.
2.5(D)			Garbage- each RV park shall have at least two (2) dumpsters, with stand and screened from view, and regularly maintained.
2.5 (E)-(G)			Fuel Regulations: Bottled gas properly connected and fastened in place for external RV use only. Fire extinguishers provided to comply with any applicable fire code. No open fires other than in approved pit or grill. All parts of RV Park within 150' of hard surfaced streets.

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2.7.1			Street and Road Compliance: Statement of Engineer that all streets and roads proposed comply with these regulations.
2.7.4			Plat contains required disclaimers on road maintenance.
2.7.10			Street Name certification of 911 coordinator.
<b>Chapter 3</b>			
3.2			Engineers certification of Drainage Standard compliance.
3.3			Plat Contains required disclaimers on water availability.
3.4(A)			Evidence of wastewater contract with existing utility.
3.4(B)			Evidence of TCEQ application for CCN for proposed sewerage facilities
3.4(C)			Final engineering for OSSF and Sewerage Disclaimer on Plat
<b>Chapter 4</b>			
4.1 a-t			Plat Requirements: (1) Name and Address of Owner/Applicant (2) Name and address of Developer (3) Name of Proposed subdivision (4) North direction arrow (5) Inset Vicinity map (6) Adjoining property descriptions (7) Land use of contiguous tracts (8) Total acreage within subdivision (9) Total number of lots in subdivision (10) Area of road right-of-way and lengths of all roads (11) Location of all structures and topographic features at 5' intervals in floodplain, 20' intervals outside of floodplain, including wells, existing public roads and dedication to public or new roads or streets or other public easements (12) Drainage assessment for 100 year flood standard (13) Lot dimensions (14) Right-of-Way widths (15) roadway names with certificate of 911 coordinator of no conflict with existing road names (16) all recreational areas identified (17) evidence of transfer of ownership of rights-of-way and easements to public on face of plat (dedication) (18) all proposed land use of lots being subdivided, i.e. residential, commercial, public/recreational, drainage (19) Plat notation regarding maintenance of subdivision roads. (20) location of all wells and status of unused or abandoned wells, i.e. capped or plugged.

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<u>SECTION</u>	<u>DATE</u>	<u>COMPLETE</u>	<u>DESCRIPTION</u>
4.2			Plat prepared from actual survey by RPLS surveyor and under seal.
4.3			Scale of not more than 1"=200', minimum 11 x 17", maximum 24 x 36". Two (2) full size copies for filing, with one (1) on mylar or vellum in black ink for Clerk, and one on bond paper in black ink for Appraisal District. Six (6) copies of reduced size for Commissioners Court. A digital map file in proper format for Appraisal District.
4.4			Street widths, lot and block numbering in systematic order, lot lines with bearing and distance, and statement of acreage. 25' set back on all public roads, and if a major road, 50' set back. Utility easements shown with set-backs as required.
4.5			Complete Application and documented receipt for fees
			<b>Chapter 5</b>
5			Financial Requirements for Water/Sewer Facilities of Bond (1) payable to County Judge (2) amount determined by Commissioners Court (3) Sureties approved by Commissioners Court (4) Conditioned upon performance (5) Evidence of sufficiency of bond or letter of credit
5.1.1			Construction Bond Conditions: All construction to be completed within two (2) years of approval of plat, 100% of estimated cost of construction as reflected in application.
6.1.1(5)			Suitable Bond on file with Commissioners Court.
5.1.2			Maintenance Bond Conditions: To be substituted for Construction Bond on completion of subdivision construction. Term of two (2) years, 100% of cost of construction.
5.1.1 (6)			Plat Notation regarding Responsibility for Road/Street Maintenance
			<b>Chapter 6</b>
6.1			-Approval, Conditional Approval or Disapproval
			<b>Chapter 7</b>
7.1			Extensions of Time
			<b>Chapter 8</b>
8.1			Changes to Existing Subdivisions
			<b>Chapter 9</b>
9.1			Revision and Cancellation of Plats
			<b>Chapter 10</b>
10.1			Variance
			<b>Chapter 11</b>
11.1			Enforcement