



NAVARRO COUNTY

Stanley Young – Director

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APPLICATION FOR RE-PLAT

General Location of Property: _____

Name of Subdivision: _____

Number of existing lots owned: _____ Proposed number of lots: _____

Name of Property Owner: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Owner Signature: _____

Surveyor preparing plat: _____

Mailing Address: _____

Phone Number: _____ Email: _____

This box only pertains to requests in which the owner will not be available to make the meeting.

In lieu of representing this request, myself as owner of the property, I hereby authorize the person designated below to act in the capacity as my agent for the application, processing, representation and/or presentation of this request.

Signature of Owner: _____

Signature of Authorized Representative: _____

The following submittals to the Planning and Zoning Director will be required prior to thirty (30) days before the date that the plat will be considered:

- *The filled-out application with the appropriate fee.

- *One (1) copy of the plat on reproducible Mylar for recording (18" × 24" min).

The plat shall include:

- *The word "Re-plat"

- *Name of Subdivision (and Phase of subdivision if applicable)

- *Name of City, County and State

- *Name, address and phone number of owner of properties to be re-platted.

- *Name, address and phone number of surveyor providing re-plat.

- *Scale, true and grid north points and date of preparation.

- *Location showing vicinity map

- *Sufficient data readily determine and reproduce on the ground the location, bearing and length of every road line, boundary line, block line and building line, whether curved or straight. *An accurate boundary survey of the property which is being re-platted, noting the bearings and distances of the sides, same being referenced to original survey lines or established subdivision, showing the lines of all adjacent lands and properties, lines of adjacent streets, alleys and easements, noting width and names of each.

- *An accurate survey of the 315' and 320' contour line elevations, if applicable

- *The distances between the 315' and 320' contour line elevations, if applicable

- *The 2000' jurisdictional line for Tarrant Regional Water District

- *Utility Easement statement

- *Names of adjoining property owners or subdivisions and showing existing property lines, street, alleys and other pertinent physical features.

- *Acreage to be subdivided

- *Location, width and names of all platted roads, railroads, utility right-of-ways, easements, public areas, existing buildings and structures.

- *Delineation of existing sewer lines, water mains, drains, culverts or other underground facilities within the tract or within the right-of-way of boundary roads, with pipe sizes and grades. *Regulatory flood elevations and boundaries of flood-prone area. Indicate 100-year flood plain boundaries and floodway boundaries.

- *Layout of all lots, including building setback lines and lot divisions

- *Utility easements, with widths noted

- *Designation of net acreage on all lots

The following is the time-line process for re-plat approval.

1. Completed Application, fee and re-plat are delivered to Director thirty (30) days prior to meeting.
2. For the Richland Chambers Lake Area, Re-plat goes before Planning & Zoning meeting at the next regularly scheduled meeting.
3. Contingent upon P&Z approval, the re-plat goes before Commissioners' Court for final approval at the next regularly scheduled Commissioners' Court meeting.
4. Original sealed tax certificates must be obtained from the Navarro County Property Tax Assessor's Office (903) 654-3080 for the properties which were involved in the re-plat prior to filing the final approved Survey with the Navarro County Clerk's Office.

You will know that you have received the correct tax certificate if it has a hand pressed seal on it. Tax certificates usually cost \$10 each.

5. Upon receipt of all sealed tax certificates the re-plat will be taken to the County Clerk for recording. The County clerk requires a \$100.00 filing fee for the first page and \$25.00 for each additional page.
6. Re-plat is recorded and changes are sent to all applicable entities by Director. It may take up to six months before changes appear on tax rolls.

If you have any questions or concerns do not hesitate to contact me.

Stanley Young, Director
Navarro County Planning & Development
903-875-3312

SECTION I. REVISIONS OF PLAT

*THIS SECTION REFERS TO THE REVISION OF REAL PROPERTY IN AN EXISTING PLATTED SUBDIVISION FILED WITH THE COUNTY CLERK.

1. Revision of Subdivision Plats

Replat means a revision of a subdivision plat on file with the County Clerk.

Requirements:

- Application to Commissioner's Court requesting the revision.
- Notice to be published by the applicant as herein specified.
- Cost of publication to be paid by applicant.
- Notarized Letter from the applicant proving the revision is not in violation of existing deed restrictions to Commissioners Court.
- Letter from Property Owners Association President stating they have no objection to the revision or replat.
- If no Property Owners Association, the applicant shall provide notice to each lot owner located within 200 feet of said tract by certified mail, return receipt requested, and presented to the Commissioner's Court at the time of presentation of application.
- Persons replating property within the service area of a water or sewer utility provider shall have the written consent of the provider.

Application. A person who owns subdivided land that is subject to this order may apply in writing to the Commissioners Court of the county for permission to revise the subdivision plat that has been filed for record with the County Clerk.

- The replat shall provide the following information:
- Legal description. The legal description of the land to be subdivided shall be sufficient for the requirements of title examination, including the current deed.
- Statement of conformance or list of variances. The statement of conformance shall declare that the plat (including its supporting information) conforms to these Rules (including the associated Appendices) or shall list the instances in which it does not comply with these Rules, the reason for each such non-compliance, and whether a variance is requested. A variance request must be approved by the Commissioner's Court prior to presentation for approval of the plat revision. (See Article 5, Section 4)
- Location Map. A location map or sketch at a scale of not more than four thousand (4,000) feet to one (1) inch shall show the proposed subdivision, existing adjacent subdivisions, school district lines, and roads in the vicinity.
- Vicinity Map. A vicinity sketch or map at approximately one (1) inch = four hundred (400) feet scale shall show existing subdivisions, streets, easements, right-of-way, parks and public facilities, tracts of acreage in the vicinity, the general drainage plan and ultimate destination of water, and possible storm sewer, water, gas, electric, and sanitary sewer connections by arrows.
- Location with respect to any municipal ETJ line. A statement indicating whether any part of the proposed subdivision lies within any extraterritorial jurisdiction of a municipality (under Texas Local Govt. Code § 42.021 or 212.001) shall be provided. If an ETJ line traverses the subdivision, it shall be delineated and identified upon the plat.
- Map of earlier plat. If the subdivision is part of a previously filed subdivision plat, a map shall be provided showing the portion of the earlier-filed plat that is owned by the applicant and included in the plat.
- Restrictive covenant. Any restrictive covenants proposed to be imposed for the subdivision should be attached for reference. It should be noted whether these are existing or proposed and if proposed, at what time they will be recorded, prior to or concurrently with the recording of the final plat.
- The owner shall certify, if applicable, that the plat has been reviewed and conforms to the requirements of the Texas Commission on Environmental Quality, municipal utility districts, 911 addressing, the gas, electricity, water, telephone, and television cable companies, irrigation, ground water, or water control

and improvement districts; or that the agencies mentioned in the preceding paragraph were given at least ten (10) working days to review the proposed plat. This certification shall be in letter form and shall include the name, title, address, and telephone number of the person to whom the applicant delivered the plat for review.

- The replat shall include the name, address, and telephone number of the record owner(s) of lands being subdivided, and of the engineer, the surveyor, and any other persons responsible for the preparation of the data and information being submitted.
- The replat shall include the subdivision name, which shall not duplicate the spelling or the pronunciation of any existing subdivision in the County.
- The replat shall delineate and define the boundary of the subdivision by metes and bounds. Subdivision boundaries shall be indicated by a heavy line at least one sixteenth (1/16) inch wide. The total acreage in the subdivision shall be noted.
- The replat shall locate the subdivision with respect to an original corner of an original survey of which it is a part.
- The replat shall show the primary control points or description used to establish the subdivision. The description, location, and tie to such control points, including all dimensions, angles, bearings, block numbers, shall be noted.
- The replat shall note the date of preparation, date of survey, the scale of the plat, combined scale factor basis of bearings, and North arrow.
- The replat shall show building setback lines (front, side, and rear). For corner lots, the front setback line shall be located on only one of the public streets or roads. Except as provided in Subsection (c) the following building set back lines apply.
- Building Set Back Lines shall be at least twenty-five feet (25') from the right-of-way lines, and ten feet (10') from back and side property lines on lots of 1.0 acres or more.
 - Building Set Back Lines shall be at least twenty-five feet (25') from the edge of pavement (and in no instance less than fifteen feet (15') from the right-of-way lines) and five feet (5') from back and side property lines on lots of less than 1.0 acres net.
 - Replats of lots in an existing platted subdivision shall conform to the building setback lines set forth in the original subdivision plat or found in the original subdivision deed restrictions or conditions, covenants and restrictions on file with the County Clerk. In the event there are no building setback requirements set forth in the original subdivision plat then Subsections (a) and (b) shall apply.
- The replat shall show the net area contained within each lot or tract to the nearest one hundredth (1/100) of an acre.
- The replat shall show the limits of any flood hazard areas as indicated by the respective Navarro County Flood Insurance Rate Map(s) and the proposed finished floor elevation of any building within these flood hazard limits.

The replat shall include or have attached a document containing a description in English of the water and sewer facilities and roadways and easements dedicated for the provision of water and sewer facilities that will be

- (1) constructed or installed to service the subdivision and a statement specifying the date by which the facilities will be fully operational.
- (2) The replat shall have attached a certified letter from a water utility provider that water is available to the proposed replat sufficient in quality and quantity to meet the minimum state standards required by Section 16.343, Water Code, and that water of that quality and quantity will be made available to the point of delivery to all lots in the subdivision.
- (3) The replat shall have attached a certified letter from a sewer utility provider that sewage treatment facilities meet minimum state standards to fulfill the wastewater requirements of the replator furnish certification by the Texas Commission on

Environmental Quality indicating that the lots in the subdivision can be adequately and legally served by septic systems as provided under Chapter 366, Health and Safety Code.

- (4) The replat shall have attached certification that electrical connections and gas connections, if available, will meet minimum state standards.

Notice. After the application is filed with the Commissioners Court, the Court shall require a notice by the applicant to be printed in a newspaper of general circulation in the county. The notice must include a statement of the time and place at which the Commissioners Court will meet to consider the application and to hear protests to the revision of the subdivision plat.

- The notice must be published at least three times within the period beginning on the 30th day and ending on the 7th day before the date of the meeting. All costs of publication shall be paid by the applicant.
- If all or part of the subdivided tract has been sold to non-developer owners, notice shall also be given to each owner, at his address on said tract, by certified mail or registered mail; return receipt requested.

Hearing. The Commissioners Court, during a regular meeting of the court, shall adopt an order permitting the person to revise the subdivision plat if it is shown to the court:

- That the revision will not interfere with the established rights of any owner of a part of the subdivided land;
- If the revision interferes with the rights of an owner of a part of the subdivided land, the owner has agreed to the revision;
- That the revision is not a violation of any existing deed restriction(s); or
- That the applicant has complied with Section 232.009, Texas Local Government Code.

Filing. If the Commissioners Court permits a person to revise a subdivision plat, the person shall make the revision by filing for record with the County Clerk a revised plat or part of a plat showing the changes made to the original plat.