



NAVARRO COUNTY PLAT APPLICATION REQUIREMENTS

DUE TO HIGH SUBMITTAL VOLUMES AND THE DEPARTMENT'S CONTINUED EFFORTS TO PROVIDE THE VERY BEST CUSTOMER SERVICE TO ALL OF OUR APPLICANTS, BOTH ALREADY IN QUEUE AND NEW SUBMITTERS, INCOMPLETE SUBMITTALS CANNOT BE ACCEPTED IF ALL ITEMS LISTED BELOW ARE NOT INCLUDED AND INITIALED

- 1) A completed Plat Application signed by the property owner (separate letters of authorization without signed applications will NOT be accepted) with the required documentation as listed (TLGC §232.0025(c)).
- 2) The application plat fee paid in full at the time of submittal (TLGC §232.0021).
- 3) Proof of legal land ownership (i.e., general warranty deed, special warranty deed, etc.) (TLGC §232.001 (a)(1)).
- 4) Plat exhibit (TLGC §232.001).
- 5) A digital file plat in PDF & DWG (AutoCAD) format on a flash drive or CD/DVD with State Plan Coordinate System (Texas North Central - 4202). Scanned PDFs will NOT be accepted (TLGC §232.001(f)(1)). Additional copies will be required for filing when the plat is ready for final signatures, stamps, & seals.
- 6) A signed Water Utility Endorsement Letter (TLGC §232.003(6)),
or Certification of Groundwater Availability for Platting Form prepared by a Professional Engineer or Geoscientist licensed to practice in this state. (TLGC §232.0032).
- 7) A signed Waiver of Takings Impact Assessment (TLGC §232.0025(f)(1)).
- 8) If applicable, an approval or release letter from the County Engineer's Office regarding construction/engineering plans for the proposed subdivision (TLGC §232.003(5)).
- 9) If applicable, City approval if the property is located in the extraterritorial jurisdiction (ETJ) or a letter of confirmation of release from the ETJ from the City Secretary's Office (TLGC §242.001 & §42(d) & (e)).
- 10) An original Tax Certificate with a raised seal from the Navarro County Tax Office demonstrating all current property taxes are paid in full (TLGC §232.001 (d) & (e)).

FOR PLAT APPLICATIONS CONTAINING NEW INFRASTRUCTURE, THE FOLLOWING IS REQUIRED AT THE TIME OF APPLICATION:

- 11) Sufficient and applicable bond, if required (TLGC § 232.003 (7) & §232.004)
- 12) Record drawings previously submitted to the County Engineer's Office (TLGC §232.003 (4) & (8)).
- 13) Letters of Infrastructure acceptance from utility companies (TLGC §232.030 & §232.032).
- 14) Two (2) survey benchmarks – must be set by a professional engineer with a written description of the location. Locations are to be verified by county inspection at the time of submittal of the record drawings. (TLGC §232.003 (9)).

Notes: - All plats submitted shall meet all applicable & adopted County development regulations.

Please get in touch with staff if you have any other questions.