



Navarro County

Application for Property Adjustments Exempt From Platting

RECEIVED:

This application must be completed for all requests that are exempt from Platting. In order for this request to be reviewed, the application must be filled out *in its entirety* and be submitted to the Navarro County Planning and Development Office at 601 N. 13th Street, Suite 1 Corsicana, Texas 75110. For questions concerning this application, please contact the Planning Department at (903) 875-3311.

This application will expire after 6 months due to applicant inactivity – at that point – you will need to submit a new application and possibly new exhibits for any land reconfiguration.

SECTION I. Property Owner Information

Name: _____ Phone: _____

Name: _____

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

My signature acknowledges my request to the Director of Planning and Development, for an exception from the Navarro County Subdivision Regulations.

Mailing Address: _____

E-mail Address: _____

Purpose:

- Combine lots – See Section II.
- Divide lot – See Section III. - You may not create more than 4 lots
- Adjust Lot Lines – See Section III.
- Divide with Exemption – See Section III - You may not create more than 4 lots nor create an easement or road
- Family Division - Gift Deeded to _____ (Grandchild, Child, Sibling, In-Law, etc.) -
You may not create more than 4 lots nor create an easement or road – See Section IV.

Property Information

Acreage: _____

Site Address or Legal Location, Abstract, CR #: _____

Property ID#: _____

Tax Account #: _____

Number of Structures: _____ Mobile Homes: _____ Other homes: _____

Business or other structure with restrooms: _____

Private Water Well check: YES or NO

Public Water System MUD or Provider: _____

Please provide a sketch of your plans below:

- Include your **best estimate** for lengths, widths, and **acreage** in the diagram.
- *All lots must have 100' frontage along a public right of way.* Shared driveways *do not* qualify as road frontage.
- *All structures with water and/or septic (restrooms)*
- *Location of Septic Systems, Spray Head location * , spray radius or field lines*
- **Location of Water Wells** (indicate separation distance between Well and Septic)

Property ID – _____



Ⓢ Septic Tank Ⓜ Water Well - . - . - . - . - . - . Septic Lines *Spray Head add circle radius

Public Information for Property Adjustments

To determine the process that you will need to follow, please reference the section number listed next to your selected option under the "Purpose" section on page one of the application. You will be contacted once your completed application has been received by our Development Team.

New Application Submissions will receive a confirmation of receipt within 10 Business Days.

SECTION II. Lot Combinations

Combinations may not result in land-locked tracts – this includes neighboring tracts.

Preliminary Steps for Submittals

- Completed application – Pg. 1 filled out *completely* and signed by all owners on deed
- One (1) paper copy of the preliminary proposed reconfiguration – i.e. a 'sketch'
 - ➔ Completed on Pg. 2
- One (1) copy of the official recorded deed(s) – may be obtained from the County Clerk's office

Final Steps for Submittals

- One (1) copy of final survey of the desired adjustment(s) with corresponding legal description
 - ➔ Total acreage and new lot name *must* be notated within each desired lot
 - ➔ Each desired lot must be outlined and labeled clearly
- Original tax certificates – All taxes paid on tract

SECTION III. Divisions or Adjusting Tract Lines

You may not create more than 4 new lots and each lot must be 1 acre net or more in size if no public water services provided.

Preliminary Steps for Submittals

- Completed application – Pg. 1 filled out completely and signed by all owners on deed
- One (1) paper copy of the preliminary proposed division – i.e. a 'sketch'
 - ➔ Completed on Pg. 2
- One (1) copy of the official recorded deed(s) – may be obtained from the County Clerk's office

Final Steps for Submittals

- One (1) copy of final survey of the desired adjustment(s) with corresponding legal description
 - ➔ Total acreage and new lot names must be notated within each desired lot
 - ➔ Each desired lot must be outlined and labeled clearly
- Original tax certificates – All taxes paid on tract

SECTION IV. Family Exceptions

You may not create more than 4 new lots

- Completed Application – Pg. 1 filled out completely and signed by all owners on deed
- One (1) paper copy of the preliminary proposed conveyance – i.e. a 'sketch' or survey
 - ➔ Completed on Pg. 2
- One copy of the official recorded deed of *current* landowner
- One copy of the official recorded *Gift deed* stating it will be conveyed to family member.

STEPS TO RECORD DOCUMENTS - (For Sections II and III)

- Applicant(s) meet the County representative to sign Affidavit.
- Applicant(s) record notarized Affidavit, Exhibits, and any other required documentation in the County Clerk's office
- Affidavit – *to be provided by the Planning and Development Office.*
- Exhibits (i.e. Survey(s) and Metes and Bounds) – *Included with Affidavit from Planning and Development Office.*

If you have questions concerning the processes outlined in this application; feel free to contact Planning and Development by phone at (903) 875-3311