

# Developer Plat Filing Checklist

This checklist is only an outline of some of the processes for submitting plats, re-plats, minor plats, etc. Please refer to the Subdivision Ordinance 210 for the complete listing of requirements for your particular situation and direct any questions you may have in written form or through email to [info@annettatx.gov](mailto:info@annettatx.gov).

## Preliminary Plat:

- Consult early and informally with the City Secretary/Administrator. Review the zoning regulations, subdivision regulations and Construction Standards of the Town of Annetta.
- Sub-divider shall submit to the Town of Annetta no later than twenty (20) days prior to the Planning & Zoning Commission meeting at which it is to be considered:
  - 1. Complete and sign Developer Plat Filing Checklist.
  - 2. Filing fee.
  - 3. Electronic copy of the preliminary plat.
  - 4. Original signed letter of transmittal stating briefly the type of street surfacing, drainage, sanitary facilities and water supply proposed, and the name, address, phone number and email address of the owner or agent, engineer and surveyor.
  - 5. Supplementary materials as applicable in other sections of these regulations.
  - 6. In accordance with Texas Local Government Code 212.0101, "Additional Requirements: Use of Groundwater," as amended, a plat application for the subdivision of a tract of land for which the source of water supply intended for the subdivision is groundwater under that land must have attached to it a statement that:

- a. Is prepared by an engineer licensed to practice in this state or a geoscientist licensed to practice in the state; and
- b. Certifies that adequate groundwater is available for the subdivision and supplies adequate water for the needs of the subdivision for the foreseeable future.

A groundwater adequacy certificate shall be included on the plat for a subdivision relying on groundwater in accordance with 12.3.N. of Ordinance 210.

7. Is the development nor any part of the development within the corporate limits of the Town of Annetta? \_\_\_\_ Yes \_\_\_\_ No

- If No, will a Public Water Supply be required? \_\_\_\_ Yes \_\_\_\_ No
- If Yes, a developer's agreement is required to be executed and plans must be submitted for approval by the Town of Annetta before construction may begin.
- Will sewage collection and treatment by Annetta be required? \_\_\_\_ Yes \_\_\_\_ No
- If No, all new developments having on-site sewage facilities (OSSF) must have a letter from Parker County stating that the design and construction methods proposed by the developer/builder meet Parker County requirements before Annetta will approve.

8. Sub-divider shall submit, either in the letter of transmittal or in a separate statement, as follows: "Sub-divider understands that the preliminary plat must be reviewed by Town's engineer prior to consideration by the Planning & Zoning Commission and waives any restriction on time approval of the preliminary plat."

- Stay in contact with the Town of Annetta regarding meetings.

## Final Plat:

- Incorporate all changes, directions and additions imposed by the Town.
- Sub-divider shall submit to the Town of Annetta no later than twenty days prior to the Planning & Zoning Commission meeting at which it is to be considered:
  - 1. Detailed plans signed by a registered professional engineer showing details of streets, alleys, culverts, bridges, storm sewers, water mains, sanitary sewers and other engineering details.
  - 2. An 18 x 24 inch mylar of final plat with all conditional changes and proper signatures, prepared and signed by a registered public surveyor. Below is the correct signature block for the mylar:

<p><b>KNOW ALL MEN BY THESE PRESENTS</b></p> <p>That I, _____, an Engineer (or Geoscientist if applicable) licensed in the State of Texas, do hereby certify that there is adequate groundwater available for this subdivision.</p> <p>_____</p> <p><b>Signature and Date</b></p> <p>Phone Number: _____ (Affix Seal)</p>
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- 3. Blue property tax certificates from the Parker County Appraisal District.
- 4. Complete PDF and a CAD (computer-aided design) file is required.
- Maintain contact with the Town of Annetta regarding meeting dates and times, and attend all meetings.

DEVELOPER AGREES TO READ AND COMPLY WITH THE TOWN OF ANNETTA'S ZONING REGULATIONS, SUB-DIVISION REGULATIONS AND CONSTRUCTION STANDARDS.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_