PLAT APPLICATION - OTHER

SUBMIT COMPLETED FORM TO: Kendall County Engineer's Office
(830) 331-8253

Project Number: _____

Development@co.kendall.tx.us

COUNTY USE ONLY		
Date Application Received:	Date of Completeness Review:	Date of Completeness Notification:
Reviewed for Completeness By:	Status: _____ Complete _____ Incomplete	

Incomplete application packages may be destroyed if not picked up within fourteen (14) days of notice that plat is incomplete.

GENERAL PROJECT INFORMATION (*to be completed by the applicant*)

Application Type: Amending Plat   Replat   Vacating Plat

Amending Plat – Administrative   Plat Cancellation

Project Identification

Development Name: _____   Phase (if applicable): _____

Project Location: _____

Contact Information

Property Owner:

Name: _____   Phone: _____   Email: _____

Physical Address: _____

Agent/Representative:

Name: _____   Phone: _____   Email: _____

Physical Address: _____

Project Engineer/Surveyor:

Name: _____   Phone: _____   Email: _____

Physical Address: _____

PLAT APPLICATION CHECKLIST – OTHER PLATS

This checklist shall be submitted with the plat application and shall serve as documentation of the completeness of the plat application. Furthermore, the content of the plat application shall be organized in accordance with this checklist.

	Item	Amending Plat	Vacating Plat	Replat	Plat Cancellation	Comment (County Use Only)
		X = required				I = missing/incomplete N/A = not applicable
1	Attended Preliminary Conference with County	X	X	X	X	
2	Payment of fees	X	X	X	X	
3	Plat Application Form	X	X	X	X	
4	This Plat Application Checklist indicating contents of the application	X	X	X	X	
5	8 hard copies of plat, conforming to plat mapping requirements	X	X	X	X	
6	Digital submittal, in accordance with the Development Rules	X	X	X	X	
7	Required Map Contents	X		X	X	
8	Proof of Ownership	X	X	X	X	
9	Proof of Signatory Authority	X	X	X	X	
10	Authorization of Developer's Representative	X	X	X	X	
11	Tax Affidavit and Tax Certificates	X	X	X	X	
12	Dedication of Easements for Utilities	X	X	X	X	
13	Site Improvement Data			X		
14	Federal/State/Local/Other Certifications			X		
15	Letters of approval for Water/Wastewater			X		
16	Letters of Approval for Sewage Disposal			X		
17	Certification by Another Political Subdivision			X		
18	Approval of Fire Hydrant Locations			X		
19	CCNs			X		
20	Sewage Letter of Agreement			X		
21	Fire Hydrant Location Letter of Agreement			X		
22	CCNs			X		
23	Letter of Approval from Utility Companies	X	X	X	X	
24	Letter of Approval from other Federal/State/Local/Other Regulatory Agency	X		X		
25	Approved Plans Public Water/Sewage Disposal			X		
26	Letter of Certification from Engineer of Record			X		
27	Final Construction Drawings			X		
28	Approved FEMA Submittal			X		
29	Drainage Control			X		
30	Authorization to Record the Plat	X	X	X	X	
31	Final Version of Covenants and Deed Restrictions			X		
32	Analysis of Water Quality and Quantity			X		
33	Additional Requirements for Private Subdivisions			X		

PLAT APPLICATION CHECKLIST – OTHER PLATS (cont'd)

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						X = required	I = missing/incomplete N/A = not applicable

#	Item	Amending Plat	Vacating Plat	Replat	Plat Cancellation	Comment *(County Use Only)*
34	Signed, acknowledged instrument declaring vacation/cancellation		X		X	
35	Have any lots been sold?			X		
36	Includes property designated for single family or duplex residential use			X		
37	Signature of owners of all lots in the plat	X	X	X	X	
38	Approved Request for Relief (Variances)	X		X		
39	TxDOT Approval	X		X		
40	HOA Approval	X		X		
41	Public Notice Package: Letter to Adjoiners			X		
42	Public Notice Package: Notification Map			X		
43	Public Notice Package: Public Notice Announcement			X		