



REEVES COUNTY ENGINEER

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**APPLICATION FOR SUBDIVISION
OF LAND IN
REEVES COUNTY, TEXAS**

Name of Applicant: _____

Name of Subdivision: _____

Designated Contact Person for Applicant: _____

Name: _____

Address: _____

City/Zip: _____

Phone Number: _____

Name of all Title Owner(s) of Property to be sub-divided: _____

Name: _____

Address: _____

City/Zip: _____

Phone Number: _____

Reeves County Appraisal District Tract or Parcel Identification Number for land to be developed: _____

County Commissioner Precinct in which land to be developed is located: _____

Location of Land to be Developed: _____

Legal or Mailing Address: _____

911 Address: _____

Coordinates: _____

Topo or other suitable map depicting entire area to be subdivided: _____

Certifications Required by Subdivision Regulations: _____

No outstanding Tax Liability to County: _____

Title Owners have authorized subdivision: _____

Required Fees have been paid: _____

County is authorized to review and act upon Application: _____

Required number of copies of plat are provided: _____

Before Application and Plat can be considered for final approval, the following approvals or certifications shall be required. It is the duty of the Applicant to obtain these approvals or certifications, and to present the same to the County Engineer/Designee not less than three business days prior to final plat approval hearing.

Utility Service Approval and Certification of Ability to Provide Service for all required utilities, i.e. electric, water, sewer, telephone, cable TV, etc.

911 Addressing: A letter from the County's 911 Addressing Coordinator shall be provided certifying approved names for any drives, streets, or entryways.

If located in the ETJ of a municipality, certification of approval signed by appropriate representative of any city having extraterritorial jurisdiction over the area in which the TRACT is located.

Date: _____

Applicant

SUBDIVISION
PLATTING CHECKLIST
FIRST READING
(PRELIMINARY)

Name of Subdivision: _____

Contact Person: _____ Phone Number: _____

YES NO N/A

- | | | | |
|-------|-------|-------|--|
| _____ | _____ | _____ | Name of proposed subdivision. |
| _____ | _____ | _____ | Name and address of Subdivider. |
| _____ | _____ | _____ | Volume, page and reference names of adjoining owners. |
| _____ | _____ | _____ | Volume, page and reference land use of adjoining owners. |
| _____ | _____ | _____ | Master Development Plan (if subdivision is a portion of a larger Tract. |
| _____ | _____ | _____ | Location map. |
| _____ | _____ | _____ | Scale (not smaller than 1"=200'). If parent tract is larger than 320 acres,
Scale may be 1"=1,000' w/proposed plat 1"=200'. |
| _____ | _____ | _____ | North directional arrow. |
| _____ | _____ | _____ | Contour information - rivers, creeks, bluffs, etc. (no greater than 20'
intervals) |
| _____ | _____ | _____ | Major topographic features. |
| _____ | _____ | _____ | Total acreage in subdivision. |
| _____ | _____ | _____ | Total number of lots in subdivision. |
| _____ | _____ | _____ | Typical lot dimensions. |
| _____ | _____ | _____ | Land use of lots, parks, greenbelts. |
| _____ | _____ | _____ | Total length of roads. |

PRELIMINARY CHECKLIST

YES	NO	N/A	
___	___	___	Width of right-of-way.
___	___	___	Special flood hazard areas/note.
___	___	___	Road maintenance (County/Home Owners Assn.).
___	___	___	Approval by TXDOT or County for driveway entrance(s).
___	___	___	Location of wells - water, gas, & oil, where applicable & unused capped statement.
___	___	___	Plat Filing Fees paid. (Receipt from County Clerk required)
___	___	___	On-Site Sewage Facility Inspector's Approval
___	___	___	Acknowledgement of Rural Addressing/Signage.
___	___	___	Water Availability Study.
___	___	___	Tax Certificates and rollback receipts.

Signature of Reviewer

Date of Review

ADDITIONAL REQUIREMENTS:

ALL ITEMS ON THIS CHECKLIST MUST BE IN THE HANDS OF THE COUNTY JUDGE'S OFFICE NO LESS THAN THIRTY (30) DAYS PRIOR TO THE COMMISSIONERS COURT HEARING DATE.

SUBDIVISION PLATTING CHECKLIST
SECOND (FINAL) READING

Name of Subdivision: _____

YES	NO	N/A	
_____	_____	_____	All information required for preliminary plat.
_____	_____	_____	Lot and block numbers.
_____	_____	_____	Street names must be pre-approved by 9-1-1 Coordinator.
_____	_____	_____	Acreage of each lot or parcel.
_____	_____	_____	Name and address of Surveyor/Engineer.
_____	_____	_____	Location and size of drainage structures.
_____	_____	_____	Location, size, and proposed use of easements.
_____	_____	_____	Incorporated City's Boundary/ETJ Note.
_____	_____	_____	Servicing Utilities Note.
_____	_____	_____	Certification from licensed professional engineer regarding utilities.
_____	_____	_____	Restrictive covenants.
_____	_____	_____	Tax certificates and rollback receipts if required.
_____	_____	_____	Home Owners' Association Incorporation articles and by-laws.
_____	_____	_____	Construction plans of roads and drainage improvements.
_____	_____	_____	Receipt showing payment of Final plat fees.
_____	_____	_____	Sign-off for TXDOT road access, if applicable.
_____	_____	_____	Appendix D (1) - Certificate of Dedication by Owner (when owner is an individual)
_____	_____	_____	Appendix D (2) - Certificate of Dedication by Owner (when owner is a corporation)

FINAL CHECKLIST

YES NO N/A

- ____ ____ ____ Appendix D - Certificate of Recording (if applicable)
- ____ ____ ____ Appendix E - Water Supply Certificate
- ____ ____ ____ Appendix F - Certificate of Surveyor
- ____ ____ ____ Appendix G - Certificate of Engineer
- ____ ____ ____ Appendix H - Certificate of Road Maintenance (when roads are to be retained as private roads)
- ____ ____ ____ Appendix I - Certificate of County Approval (Not applicable until the Court hears request to assume maintenance of roads)
- ____ ____ ____ Appendix J - Reeves County Permit to Construct Access Driveway Facilities on County Road Right-of-Way
- ____ ____ ____ Appendix K - Lien holder' s Acknowledgement
- ____ ____ ____ Appendix L- Revision to Plat
- ____ ____ ____ Appendix O-On-Site Sewage Facility Inspector's Approval
- ____ ____ ____ Appendix P - Utility Line Installation Permit
- ____ ____ ____ Appendix Q - Road Construction Specifications (Typical Section)
- ____ ____ ____ Appendix R - Cattle guard specification

Signature of Reviewer

Date of Review

ADDITIONAL REQUIREMENTS:

ALL ITEMS ON THIS CHECK LIST MUST BE IN THE HANDS OF THE COUNTY JUDGE'S OFFICE NO LESS THAN THIRTY (30) DAYS PRIOR TO THE COMMISSIONERS COURT HEARING DATE.

CERTIFICATE OF DEDICATION BY OWNER
(When Owner is an Individual)

THE STATE OF TEXAS

COUNTY OF REEVES

KNOW ALL MEN BY THESE PRESENT, that I, _____owner
of _____ acres of land out of _____Survey, Reeves County, Texas as conveyed to
me by deed dated _____ and recorded in Volume _____ Page _____, Real Property
Records of Reeves County, Texas, DO HEREBY SUBDIVIDE _____ acres of land out of said Survey, (Note:
if the subdivision lies in more than one survey, determine acreage in each survey and repeat for each original
survey within the subdivision) to be known as the _____ Subdivision, in accordance
with the plat shown hereon, subject to any and all easements or restrictions heretofore granted, and do hereby
dedicate to the public (or "owners of the property shown hereon" for private streets) the use of the streets and
easements shown hereon.

WITNESS MY HAND, this the ____ day of _____, A.D., 20__.

(Owner's name)

THE STATE OF TEXAS

COUNTY OF REEVES

BEFORE ME, the undersigned authority, on this day personally appeared
_____, known by me to be the person whose name is subscribed to the
foregoing instrument and acknowledged to me that (s)he executed the same for the purposes and consideration
of therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the ____ day of _____, A.D. 20__.

Notary Public in and for
The State of Texas

WATER SUPPLY CERTIFICATE

"No structure in this subdivision shall be occupied until connected to either: an individual water well, the location of which has been approved by the Reeves County Ground Water Conservation District, a TCEQ approved public water supply system (described below), or other domestic water supply subject to approval by the Reeves County Commissioners Court."

Reeves County Ground
Water Conservation District

Date

Name of Public Water Supply System

Date

Signature & Title of Authorized Agent

Other Proposed Domestic Water Supply (Please specify): _____

CERTIFICATE OF SURVEYOR

THE STATE OF TEXAS

COUNTY OF REEVES

KNOW ALL MEN BY THESE PRESENT that I, the undersigned, a Registered Professional / State Land Surveyor in the State of Texas, do hereby certify that this Plat complies with the survey related requirements of the Reeves County Subdivision Regulations and I further certify that this plat is true and correctly made and is prepared from an actual survey of the property made under my supervision on the ground and that the corner monuments were properly placed under my supervision.

Registered Professional/ State Land Surveyor

Date

License No. _____

Seal:

CERTIFICATE OF ENGINEER

THE STATE OF TEXAS

COUNTY OF REEVES

KNOW ALL MEN BY THESE PRESENTS, that I, the undersigned, a Registered Professional Engineer in the State of Texas, hereby certify that this plat complies with the engineering related requirements of the Reeves County Subdivision Regulations.

Registered Professional Engineer

Date

License No. _____

Seal:

[NOTE: The engineer may be required to be present for questioning at the presentation of the plat to the Commissioners Court.]

CERTIFICATE OF ROAD MAINTENANCE

(When roads are to be maintained as Private Roads)

“In approving this plat by the Commissioners Court of Reeves County, Texas, it is understood that all roads shown hereon are private roads and shall remain the property of the Subdivider and/or subsequent owners of the property. The construction, repair, and maintenance of these roads and any associated drainage improvements will be the responsibility of the Subdivider and/or subsequent owners of the subdivision and will not be the responsibility of Reeves County.”

Subdivider or Representative

Date

CERTIFICATE OF ROAD MAINTENANCE

(When roads are to be dedicated to Reeves County for maintenance)

"In approving this plat by the Commissioners Court of Reeves County, Texas, it is understood that all roads shown hereon are private roads and shall remain the property of the Subdivider and/or subsequent owners of the property until such time as the Commissioners Court approves the dedication of the roads to the County for maintenance by way of a Warranty Deed. Acceptance of this plat does not constitute acceptance of the roads shown hereon by Reeves County."

Subdivider or Representative

Date

CERTIFICATE OF COUNTY APPROVAL OF PLAT FOR FILING PURPOSES ONLY

THE STATE OF TEXAS

COUNTY OF REEVES

I, _____, County Clerk of Reeves County, Texas, do hereby certify that on the _____ day of _____, A.D., 20____, the Commissioners Court of Reeves County, Texas, passed an Order authorizing the filing for record purposes only this Plat, and said Order has been duly entered in the minutes of the said Court in Book _____, Page _____.

WITNESS MY HAND AND SEAL OF OFFICE this the ____ day of _____, A.D., 20__.

COUNTY CLERK
REEVES COUNTY, TEXAS

COUNTY JUDGE
REEVES COUNTY, TEXAS

CERTIFICATE OF RECORDING

THE STATE OF TEXAS

COUNTY OF REEVES

I, _____, County Clerk of Reeves County, Texas, do hereby certify that the foregoing instrument of writing with its certificate of authentication was filed for record in my office on the ____ day of _____, A.D. 20____. at _____ o'clock _m. and duly recorded on ____ day of _____, A.D. 20____. at _____ o'clock _m. in the Real Property Records of Reeves County, Texas in Volume _____, Page _____.

WITNESS MY HAND AND SEAL OF OFFICE this the ____ day of _____, 20____.

COUNTY CLERK
REEVES COUNTY, TEXAS