Preliminary Plat Checklist

Fee $250 + Acreage fees.

1. Letter of approval from **Fannin county Environmental dept**. for the Plat OSSF Site Plan & supporting documentation prepared by a Registered Sanitarian to verify that each of the lots in

the subdivision are suitable for the use of On-Site Sewage Facilities (OSSF) (septic systems).

Too include

1. Overall site plan
2. A topographic map
3. A 100-year Floodplain map
4. A soil survey
5. Location of water wells
6. Location of easements
7. A comprehensive drainage plan
8. A complete report detailing the types of OSSFs to be considered and their capability with the area-wide drainage and groundwater
9. Other requirements, including Edwards Aquifer requirements that are pertinent to proposed OSSF.

**(Fannin county Environmental Dept. 903-583-7495 email:** **dwilson@fanninco.net****)**

1. Provide proof of fully paid taxes, Tax Certificate. ( the County Clerk’s office will require this at filing)
2. Provide 2 paper copies and 1 digital copy of a drainage study prepared by a licensed engineer or have Commissioner of that Precinct approve.

1. Provide a letter from the area **electric** and **water** utility company to confirm that services will be provided to the subdivision and when such service will be available.

1. FM roads and State Hwy roads, Provide a letter or completed permit from TX DOT stating that they will allow the necessary culverts and driveways, not necessary for County Roads.
2. Provide, 1 Digital and 4 Paper copies of a plat prepared by a licensed surveyor.

Subdivision regulations: - Pages 13 & 14 (Plat sizes **18 X 24** and **24 X 36** only)

[**http://www.co.fannin.tx.us/page/fannin.developmentservices**](http://www.co.fannin.tx.us/page/fannin.developmentservices)

1. Complete and submit a Development Application for plat approval with the plat fees.
2. Submit to Subdivision committee and 911 dept. for review

\*The preliminary plat is reviewed and must be approved by the Commissioner’s Court prior to the approval of a final plat. Submit a Final Plat and Construction Documents/Financial Guarantee:

Final Plat Checklist

$75

1. Provide 1 Digital, 1 Mylar & 4 paper copies of a final plat prepared by a licensed surveyor to the Subdivision Planning Director . (Plat sizes **18 X 24** and **24 X 36** only)
2. Provide 2 soil samples per plat. One at the beginning of the road and one at the end of the road.
3. Provide 2 copies of a drainage study prepared by a licensed engineer or have Commissioner of that Precinct approve.
4. Provide 2 copies of engineered plans for road and drainage improvements.
5. Provide an original tax certificate from the Tax Collector to certify that there are no

Delinquent taxes.

1. Complete application form, developers contract and the appropriate plat review and inspection fees.
2. Road signage for private roads must be erected before approval of Final plat.

Two options to choose from:

1. If you want the County to approve the final plat prior to the completion of all roads, drainage and utility improvements, then you are required to submit financial guarantee. This may be an irrevocable letter of credit, a bond or an escrow account with the County Treasurer. This financial guarantee must be for 100 percent of the costs of the improvements.

2. You may choose to delay final plat approval until after the satisfactory completion of all road, drainage and utility improvements and a financial guarantee is not required. You will need to show written approval of the roads by your count commissioner. Road signage or private roads must be erected before approval of Final plat.