



Medina County

SUBDIVISION RULES

APPENDIX A - PLAT APPLICATION PACKET





Medina County | Plat Application & Checklist

1300 Avenue M, Room 250 | Hondo, Texas 78861 | (830) 741-6020

www.medinatx.org

Submittal Instructions

Submit the completed application including all required documentation and application fee to the office of the Medina County Judge (above). Email submissions may be sent to jennifer.adlong@medinatx.org.

[] **Preliminary Plat:** Complete the Plat Application, including Part 1 of the Plat Review Checklist.

Application Fee(s):

- [] **\$3,000.00** plus **\$150.00** per Lot based on _____ total Lots = \$ _____
- [] An additional **\$500.00** is required if resubmitting Preliminary Plat Application after having submitted two or more incomplete Preliminary Plat Applications for the same Original Tract in the last 12 months.
- [] N/A – This is the first or second submittal to determine completeness of a Preliminary Plat Application for this Original Tract within the last 12 months.

[] **Final Plat:** Complete the Plat Application, including Parts 1 and 2 of the Plat Review Checklist.

Application Fee(s):

- [] **\$3,150.00** plus **\$170.00** per Lot based on _____ total Lots = \$ _____
- [] An additional **\$500.00** is required if resubmitting Final Plat Application after having submitted two or more incomplete Final Plat Applications for the same Original Tract in the last 12 months.
- [] N/A – This is the first or second submittal to determine completeness of a Final Plat Application for this Original Tract within the last 12 months.

[] **Final Plat with prior conditional approval of Preliminary Plat within last 12 months:**

- Complete Part 2 of the Plat Review Checklist and address all provisions of conditional approval.
- Submit a copy of the Preliminary Plat application.
- Submit a copy of the Order granting conditional approval of the Preliminary Plat.

Application Fee(s):

- [] **\$150.00** plus **\$20.00** per Lot based on _____ total Lots = \$ _____
- [] An additional **\$500.00** is required if resubmitting Final Plat Application after having submitted two or more incomplete Final Plat Applications for the same Original Tract in the last 12 months.
- [] N/A – This is the first or second submittal to determine completeness of a Final Plat Application for this Original Tract within the last 12 months.

- Within ten (10) business days of receipt, the office of the County Judge will review the Plat Application for completeness and notify you of any deficiencies.
- **Plat Applications will not be placed on the Commissioners Court agenda until the office of the County Judge notifies you that the application is complete.**
- Repetitive submittals of incomplete Plat Applications (beyond two) for the same Original Tract within 12 months will result in an additional \$500 fee per resubmittal.
- The County's determination that the application is complete does not mean that the plat or related documents have been approved.
- The Commissioners Court will review and act on a Plat Application within 30 days from the date the application is determined to be complete.
- Conditional approval of a Preliminary or Final Plat Application expires in 12 months.
- Following approval of the Final Plat Application, the Owner shall present the Final Plat, along with the Court's Order Approving Plat to the Medina County Clerk for recording in accordance with the filing and recording provisions of Tex. Local Gov't Code §232.001(b) and Tex. Property Code §12.002.



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PLAT REVIEW CHECKLIST - PART 1

Subdivision Name: _____ Unit: _____

Nearest Cross Street(s): _____ Precinct: _____

- Completed Plat Application**, including Part 1 of the Plat Review Checklist.
 - All fields in Part 1 completed or marked N/A.
 - All required signatures, notarizations, and seals provided.

- Five (5) 18" x 24" physical copies of the Plat** for signatures and filing.

- Medina County 911 ECD** - (830) 741-8997 or medinacoordinator@gmail.com
 - Receipt for approved Digital Map of the proposed subdivision.

- Medina County 911 ECD**
 - Acknowledgment of Street Name Approval **OR**
 - N/A - Subdivision does not create any new streets/roads.

- One (1) electronic .pdf file** of the subdivision plat.

- Warranty Deed(s) or title policy** showing ownership of the property.

A. Property Owner Information

Property Owner: _____

Company Name, if applicable: _____

Mailing Address: _____ City/State: _____ Zip: _____

Phone Number: _____ Email: _____

Owner’s Verification Letter* is attached.

Property Owner is a business entity. In addition to the Owner’s Verification Letter, a signed/notarized resolution issued by the business entity is also attached, authorizing the submission of the Plat Application, and providing proof of signatory authority for the individual signing on the entity’s behalf.

Applicant/Agent Information (if different than Property Owner)

Applicant/Agent Name: _____

Company Name, if applicable: _____

Mailing Address: _____ City/State: _____ Zip: _____

Phone Number: _____ Email: _____

Applicant’s Verification Letter* is attached.

Property Owner’s letter authorizing Agent to act on Owner’s behalf is attached.

Point of Contact (Engineer/Surveyor)

Name: _____

Company Name, if applicable: _____

Mailing Address: _____ City/State: _____ Zip: _____

Phone Number: _____ Email: _____

Signed/sealed Engineer/Surveyor Verification Letter* is attached.

*** SEE SAMPLE VERIFICATION LETTERS PROVIDED IN THE PLAT APPLICATION PACKET.**

B. Property Information - General

Total Acreage of Development: _____ Total Acreage of Lots: _____

Total Number of Existing Lots: _____ Number of Proposed Lots: _____

Acreage of Smallest Lot: _____

Proposed Use of the Property: _____

Approved 911 Property/Construction Address: _____

School District(s): _____

Is Property Located within city ETJ: No Yes – City Name: _____

City has approved the Plat and documentation is attached.

City has removed the property from its ETJ and documentation is attached.

C. Property Information - Roads

Frontage on Existing Road(s): _____

County Road (Name): _____ Length in Feet: _____

State Hwy (Name): _____ Length in Feet: _____

Other Road (Name): _____ Length in Feet: _____

Does Property have frontage on any TxDOT right of way?

NO

YES - TxDOT Form 1058 – Permit to Construct Access Driveway Facilities on Highway Right of Way is required.

Attached OR

TxDOT Form 1058 will be submitted with Final Plat Application

New Roads in Development: NO YES

Public Roads: _____

Private Roads: _____

D. Property Information – Drainage

Is there floodplain within the subdivision boundary?

NO

YES - A flood study is required if the property lies within the 100-year floodplain as shown on the most recent Flood Insurance Rate Map (FIRM) published by FEMA.

Flood study is attached OR

Flood study will be submitted with Final Plat Application

E. Property Information – Utilities

Source of Water

- Public water supply: _____
Unconditional will serve letter from water provider is:
 Attached
 Will be submitted with Final Plat Application
- Rainwater catchment. Describe: _____
- Private well. **Certification of groundwater availability** prepared by a licensed engineer or geoscientist is required if the subdivision will be served by on-site water wells. See 11.4.
 Attached
 Will be submitted with Final Plat Application

Sewer Services

- Medina County Environmental Health** - Certification that the proposed Lots meet the requirements for On-Site Sewage Facilities, if applicable. For general requirements, refer to the Order Adopting Rules of Medina County, Texas for On-Site Sewage Facilities (Appendix C).
Anticipated wastewater:
 Conventional Septic
 Class 1 Permitted System
 Collective Sanitary Sewer – certification is not required.
- Certification, if required, is:
 Attached
 Will be submitted with Final Plat Application

Electric Provider Name: _____

- Unconditional Will Serve Letter is:
 Attached
 Will be submitted with Final Plat Application

PRIOR TO SUBMITTING FINAL PLAT APPLICATION TO THE COUNTY, APPLICANT IS REQUIRED TO SUBMIT A COPY OF THE PLAT OR PLAN TO EACH UTILITY FOR REVIEW AND COMMENT. ALL COMMENTS MUST BE CORRECTED PRIOR TO SUBMISSION OF THE FINAL PLAT APPLICATION TO THE COUNTY. SEE UTILITY CHECKLIST FORM BELOW. FULLY EXECUTED UTILITY CHECKLIST IS:

- Attached
 Will be submitted with Final Plat Application

UTILITY CHECKLIST FORM

Note to Utility Companies: Please sign this checklist **ONLY** if all comments submitted by you to the Applicant have been fully resolved.

Electric Utility: (Required)

Company Name: _____

Phone Number: _____ Date of Approval: _____

Representative Name: _____ Title: _____

Signature: _____ Date: _____

Water Utility: (If applicable)

Company Name: _____

Phone Number: _____ Date of Approval: _____

Representative Name: _____ Title: _____

Signature: _____ Date: _____

Wastewater Utility: (If applicable)

Company Name: _____

Phone Number: _____ Date of Approval: _____

Representative Name: _____ Title: _____

Signature: _____ Date: _____

PLAT REVIEW CHECKLIST – PART 1*See Article VI of these Regulations***General Information****Yes or
N/A**

6.1		Medina County 911 ECD – Preapproval of Desired Street Names or Road Numbers
6.2		Medina County 911 ECD – Approved Digital Map and .pdf plat file
6.3.1		Name of the proposed Subdivision, which shall not be the same or deceptively similar to any other subdivision within the County, unless the Subdivision is an extension of a pre-existing, contiguous Subdivision.
6.3.2		Boundary lines and total acreage of the Original Tract and the Subdivision
6.3.3		Note or table stating total number of Lots and average size of Lots within these size categories: 10 acres or larger 5 acres and smaller than 10 acres 2 acres and smaller than 5 acres 1 acre and smaller than 2 acres Smaller than 1 acre Lot sizes should be allocated by construction phases, if applicable. Calculation(s) of average lot size or related quantities should be noted as required to demonstrate compliance with Article IX (Lot and Block Standards).
6.3.4		Approximate acreage and dimensions of each Lot.
6.3.5		Location of any schools or other public use facilities and any proposed parks, squares, common areas, greenbelts, preserves, landscape easements, conservation areas or conservation easements, with identification of the entity proposed to own and maintain each.
6.3.6		Names of adjoining Subdivisions and Owners of tracts contiguous to the proposed Subdivision.
6.3.7		Name and address of the Surveyor and Engineer.
6.3.8		Name and address of the Owner, and Developer or Applicant if Applicant is not the Owner.
6.3.9		Area Map showing general location of Subdivision in relation to major roads, towns, cities, rivers, or topographic features.
6.3.10		North arrow, scale, and date. The scale shall not exceed 200' per inch (1" = 200').
6.3.11		Boundary lines and name of any incorporated city and the limit of the extraterritorial jurisdiction of any city.
6.3.12		The location of school district boundaries and a statement clearly indicating in which school district(s) the Subdivision is located. In the event any Lot lies within more than one school district then the plat shall clearly state the number of acres within the Lot that lies within each school district.

PLAT REVIEW CHECKLIST – PART 1

See Article VI of these Regulations

Flood Plain and Drainage Information

**Yes or
N/A**

6.4.1		Elevation contours at not greater than five-foot (5') intervals, based on NAVD 88' datum and the source of the contour data.
6.4.2		All Special Flood Hazard Areas identified by the most current Flood Insurance Rate Maps published by the Federal Emergency Management Agency.
6.4.3		Base flood elevation data must be generated for all Subdivisions, including manufactured home parks, of 5 acres or 50 lots, whichever is less.
6.4.4		For each lot containing 100-year flood plain, sufficient additional contours to identify and delineate the 100-year flood plain and regulatory floodway, if any. If base flood elevations have not already been established, they shall be established by a method satisfactory to the Floodplain Administrator.
6.4.5		For each Subdivision containing 100-year flood plain, at least one benchmark showing NAVD 88' elevation per 100 acres, as well as latitude and longitude.
6.4.6		A drainage plan depicting the anticipated flow of all drainage onto and from the Subdivision and showing all major topographic features on or adjacent to the property including all water courses, 100-year flood plain boundaries, ravines, bridges, and culverts must be prepared by a Licensed Professional Engineer.
6.4.7		The location and size of all proposed drainage structures, including on-site retention or detention ponds and easements and the impact of lot and street layouts on drainage.
6.4.8		General depiction of the boundary lines of the Edwards Aquifer Recharge Zone if affecting the property, and a statement certified by the Surveyor or Engineer under his or her professional seal that, to the best of his or her knowledge, the plat accurately reflects the general location (or absence) of the Edwards Aquifer Recharge Zone.
6.4.9		Depiction of all streams, rivers, ponds, lakes, other surface water features or any Sensitive Features, as defined in 30 Tex. Admin. Code §213.3 (29) (1996) (Tex. Nat. Res. Conservation Comm'n, Edwards Aquifer), and a statement certified by the Surveyor or Engineer under his or her professional seal that, to the best of his or her knowledge, the plat accurately reflects the general location (or absence) of all sensitive features in accordance with the terms of these Regulations.
6.4.10		All Subdivisions, including manufactured home parks, shall have adequate drainage to reduce exposure to flood hazards. Diverting drainage onto neighboring properties is prohibited.
6.9		A proposed Plat shall satisfy the requirements of Article XII relating to Drainage Design and Improvements and shall contain a written certification from a Licensed Professional Engineer stating that the location and approximate sizes of the drainage structure(s) set forth in the Plat are in accordance with these Regulations and the Drainage Design Criteria of the Medina County Environmental Health Group.

PLAT REVIEW CHECKLIST – PART 1

See Article VI of these Regulations

Street and Right-of-Way Information

**Yes or
N/A**

6.5.1		Location, length, and right-of-way widths of all proposed streets, allocated by construction phases, if applicable, and a depiction of how all proposed streets shall connect with previously dedicated streets or platted or planned streets within the vicinity of the Subdivision in accordance with Section 8.3.2 of these Rules regarding street connectivity.
6.5.2		Location, size, and proposed use of all proposed access easements.
6.5.3		A statement indicating whether the Applicant shall seek County maintenance of the roads, approval of a property owner’s association for road maintenance, or designation of roads as private roads.
6.5.4		The number of feet of frontage of each Lot onto a Permitted Street, which shall be not less than sixty (60) feet.
6.5.5		A designation of the classification of each road or street to be constructed or, for any existing street abutting the Subdivision, the classification, pavement width, and right-of-way width of the street wherever it is adjacent to the Subdivision.
6.5.6		Proposed location of all depth gauges, as required under Article XII, at all road crossings where the 100-year frequency flow or lesser frequency storm event is anticipated to flow over the road surface, and any proposed gates or warning devices. Commissioners Court may require gates or warning devices at such locations.
6.8		A proposed Plat shall satisfy the requirements of Article VIII relating to design of streets and shall contain a written certification from a Licensed Professional Engineer that the location and dimensions of streets are set forth and laid out in accordance with these Regulations.

Water, Wastewater and Utilities information

6.6.1		Designation of the entities supplying electric, phone, and gas utilities to Lots.
6.6.2		In schematic presentation, the location of all proposed public water lines; public sewer lines; utility easements, including water well sanitary easements, if applicable; water storage reservoirs; water or sewage treatment facilities, holding tanks, and pumping facilities; fire protection facilities; and any other infrastructure proposed to serve multiple lots.
6.6.3		Designation of the water and sewer utility providers for the Subdivision, if any, and the source of the water intended to serve each Lot within the subdivided area (i.e., surface water from a specified stream or river, groundwater from a specified aquifer, etc.).
6.6.4		The author, date and title of the Water Availability Report submitted in support of the Application.
6.6.5		Certification that all Lots have been designed in compliance with the Rules of Medina County for On-Site Sewage Facilities, together with all planning and evaluation materials required to determine Lot sizing under the Medina County On-Site Sewage Rules and any request for a variance under the Rules of Medina County for On-Site Sewage Facilities.
6.10		Proposed Plat shall satisfy the requirements of the rules of Medina County for OSSF.

PLAT REVIEW CHECKLIST – PART 1

See Article VI of these Regulations

Phasing

**Yes or
N/A**

6.7.1

The boundaries of the respective phase areas.

6.7.2

The projected completion of construction for each phase.

Construction Activities

6.12

An Owner or Developer may not commence any construction or Development activities, except as permitted, or for common infrastructure facilities, until the Commissioners Court has approved a Final Plat Application, and the Plat has been filed for record with the County Clerk.

“No Conveyance of Lots”

6.13

Unless the Owner or Developer has executed a bond in accordance with Tex. Loc. Gov't Code §232.004, conveyance of Lots shall not be permitted until the Final Plat has been approved by the Medina County Commissioners Court, and the record plat filed with the County Clerk.



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PLAT REVIEW CHECKLIST - PART 2

Subdivision Name: _____ Unit: _____

Nearest Cross Street(s): _____ Precinct: _____

- Completed Plat Application**, including Parts 1 and 2 of the Plat Review Checklist.
 - All fields in Parts 1 and 2 completed or marked N/A.
 - All required signatures, notarizations, and seals provided.

- Five (5) 18" x 24" physical copies** and **one (1) original Final Plat** for signatures and filing.

- Tax certificate(s)** from each taxing unit showing all taxes have been paid and are not delinquent.

- Performance Bond or a financial guarantee** in lieu of the bond (if plat includes public streets or drainage structures which are not fully constructed, inspected, and approved at the time of Final Plat approval) in the amount of \$_____, as verified by the County Engineer.
 - N/A

- All terms and conditions noted in Order granting conditional approval (if applicable) have been addressed.
 - N/A

- If submitting a Final Plat with prior conditional approval of Preliminary or Final Plat within last 12 months, surveyor or engineer must submit:
 - Medina County 911 ECD** receipt for approval of final Digital Map;
 - Updated **electronic .pdf file** of the subdivision plat; and
 - New signed/sealed **verification letter**.

PLAT REVIEW CHECKLIST – PART 2

See Article VII of these Regulations

General Information

**Yes or
N/A**

7.1.1		Bearings and dimensions of the boundary of the Subdivision and all lots, parks, greenbelts, easements, and conservation areas. Dimensions shall be shown to the nearest one-hundredth of a foot (0.01') and bearings shall be shown to the nearest one second of an angle (01"). The length of the radius and arc of all curves, with bearings and distances of all chords, shall be clearly indicated.
7.1.1.1		Description of monumentation used to mark all boundary, lot and block corners, and all points of curvature and tangency on street right-of-way.
7.1.1.2		Location of original survey line. The Subdivision shall be located with respect to an original survey of which it is part.
7.1.1.3		Lot and block numbers of each lot.
7.1.1.4		Acreage of all lots, calculated to the nearest one-hundredth of an acre.
7.1.1.5		Each Subdivision, or unit thereof, shall have two (2) corners on the perimeter identified by coordinates that relate to the State Plane Coordinates. Coordinates shall be reported as NAD 1929 or NAD 1983, shall be South Central Zone, and shall be accurate to two (2) decimal places. Similarly, latitude and longitude shall be reported in degrees, minutes, and seconds, with seconds having an accuracy to two (2) decimal places.

Flood Plain and Drainage Information

**Yes or
N/A**

7.1.2.1		For Subdivisions containing 100-year flood plain, benchmarks and finished floor elevations of each lot in accordance with Federal Emergency Management Agency and Medina County Flood Damage Prevention Court Order.
7.1.2.2		For each Subdivision or unit thereof, at least one monument containing latitude and longitude and 1988 NGVD datum coordinates shall be established and identified for each additional 100 acres.

Street and Right-of-Way Information		
Yes or N/A		
7.1.3.1		Total length of all streets, to the nearest one-tenth mile, and a declaration as to which category of streets will be constructed, or private streets maintained by an approved property owners' association.
7.1.3.2		Total area of all rights of way to be dedicated to the public.
7.1.3.3		The items required under Article X regarding county maintained streets and privately maintained Streets, as applicable.
7.1.3.4		The following statement shall appear prominently on the Plat: "In order to promote safe use of roadways and preserve the condition of public roadways, no driveway constructed on any lot within this subdivision shall be permitted access onto a publicly dedicated roadway unless a Driveway Permit has been issued by the Precinct Commissioner of Medina County or his or her designated representative, or Texas Department of Transportation for driveways entering onto state roads, and the driveway shall be designed and constructed in accordance with the Medina County Road Standards or TX DOT Standards, as applicable."
7.1.3.5		The minimum driveway culvert size for each Lot, shall be determined by the Licensed Professional Engineer or Precinct Commissioner.
7.2		Requirements for County Maintained Streets. Approval of a Plat dedicating a road for public use does not constitute acceptance of a road for County maintenance. See plat note requirement at 8.5.1. Prior to the filing of an application for Plat approval, an Applicant seeking to construct streets or drainage improvements that will be accepted by the County for maintenance should first discuss this issue with the appropriate Precinct Commissioner, then, if applicable, submit the following:
7.2.1		Construction Plans for all street and drainage improvements within the subdivision and signage plans for all streets.
7.2.2		A certification under the seal of a Licensed Professional Engineer that the construction plans and pavement designs comply with these Regulations.
7.2.3		The anticipated cost, per linear foot, of each street.
7.2.4		The total estimated construction cost of all of the streets and drainage improvements proposed to be constructed within the Subdivision, as verified by the County Engineer.
7.3		Additional Requirements for Streets to be Maintained by a Property Owners' Association. In addition to the requirements of Section 7.2 above, when filing a Plat Application for a Subdivision in which streets are to be maintained by a Property Owners' Association, the Applicant shall submit to the office of the County Judge a copy of covenants creating the property owners' association and providing for assessment and collection of fees from all property owners to provide for maintenance of streets, drainage, and common areas. See plat note requirements at 8.5.1 and 8.6.2, as applicable.

Water, Wastewater, and Utilities Information		
Yes or N/A		
7.1.4.1		For each Lot not served by a public sewer system, the location of a viable percolation area or surface irrigation area for On-Site Sewage Facilities.
7.1.4.2		For each lot not served by a Public Water System, proposed well site(s), if any, and required sanitary easements for well head protection.
7.1.4.3		The following statement shall appear prominently on the Plat: “No structure in this Subdivision shall be occupied until connected to a public water system or an individual water system. Due to declining water supply, prospective property owners are cautioned by Medina County to question the seller concerning groundwater availability. Rainwater collection is encouraged and, in some areas, may offer the best renewable water resource.”
7.1.4.4		The following statement shall appear prominently on the Final Plat: “No structure in this Subdivision shall be occupied until connected to a public sewer system or to an on-site wastewater system that has been approved and permitted by the Medina County Environmental Health Group.”

Construction Activities		
Yes or N/A		
7.1.5.1		The following statement shall appear prominently on the Plat: “No structure or development within the subdivision may begin until Final approval of the plat by Medina County Commissioners Court and recording of the approved plat by the County Clerk.”

PLAT REVIEW CHECKLIST – PART 2

See Article VII of these Regulations

Final Plat

**Yes or
N/A**

7.4		The Applicant shall present a Plat Application meeting the requirements of these Regulations to Commissioners Court for final approval and delivery to the County Judge for execution. The Plat shall contain, or be submitted with, the following:
7.4.1		All revisions necessary to comply with any conditions of approval or cited reasons for disapproval given in response to an prior Plat Application regarding the subject property.
7.4.2		Any Water Pollution Abatement Plan approved by the Texas Commission on Environmental Quality (TCEQ), if the property lies within the Edwards Aquifer Recharge Zone, or evidence that none is required as of the date of the Final Plat. Commissioners Court may require a letter from TCEQ evidencing that no water pollution abatement plan has been issued or is yet required for the division.
7.4.4		By submitting a Plat Application, the Owner acknowledges that he or she is aware of and will comply with all Orders of Medina County regarding construction and development in effect at the time the Subdivision Application was deemed complete, including, but not limited to:
7.4.4.1		Order regulating the access of private construction vehicles from construction sites onto publicly maintained roadways, requiring the Owner to take certain steps to limit and clean all mud or other debris carried onto the public roadways by such construction vehicles, and imposing fines for non-compliance.
7.4.4.2		Order requiring all construction within County right-of-way including driveways, drainage improvements, and the cutting of any existing roads for installation of utilities to be inspected prior to completion, prohibiting cutting of certain roadways within three (3) years of construction thereof, and imposing fines for non-compliance.
7.4.4.3		Order concerning construction standards for mailboxes installed within the right-of-way of streets and highways, and requiring all such mailboxes to be made of collapsible materials, as defined in the ordinance.

Sample Verification Letters

Applicant or Owner’s Verification Letter

I hereby certify that the above-stated information is included with the accompanying submission materials. Furthermore, I have reviewed and met the standards contained in the Medina County Subdivision Rules and Regulations.

Applicant’s Name (Printed)

Date

Applicant Signature

State of Texas

County of _____

BEFORE ME, the undersigned authority personally appeared _____, who swore on their oath the above and foregoing SWORN STATEMENT OF OWNERSHIP was true and correct.

Notary Seal

Notary Public’s Signature

Notary’s Expiration Date

Surveyor or Engineer’s Verification Letter

I hereby confirm that the above-detailed information, as required by the checklist, is complete and accurate to the best of my knowledge. I understand that proper County staff review of this application depends on the accuracy of the information provided and that any inaccurate or inadequate information provided may delay the proper review of this application.

Surveyor’s Signature

Date

Surveyor’s Firm

[PROFESSIONAL SEAL]