



Subdivision Name: _____

Adjacent Road: _____

Developer: _____ Phone: _____

email: _____ Fax: _____

Surveyor: _____ Phone: _____

email: _____ Fax: _____

Roadway Length: _____ ft. (centerline)

Item		<i>Date and Initial when received</i>		
		Resub/Lot Line Adjustment	No Roads	With Roads
Prior to Court Submission	Preliminary Plat (2 copies)	<i>Not Required</i>		
	Preliminary Plat Approved	<i>Not Required</i>		
	Final Plat (mylar & 3 prints)			
	Plat Fee	\$25	\$100	\$250
	Construction Bond (\$20 /ft.)	<i>Not Required</i>	<i>Not Required</i>	
	Testing Fee (\$1.50/ft with Curb & Gutter, \$1/ft without)	<i>Not Required</i>	<i>Not Required</i>	
	911 Clearance Letter			
	Designated Rep. (Huggins) Clearance Letter	<i>See notes below</i>		
	Tax Certificate			
	Plans and Specifications (2 copies)	<i>Not Required</i>	<i>Not Required</i>	
	TCEQ Permit for Dam (if lake or pond present)			
	Flood Plain Development Permit & Fee (if required)	\$100	\$100	\$100
At Completion of Construction	Final Inspection	<i>Not Required</i>	<i>Not Required</i>	
R/W Accepted as County Road by Commissioners Court	Maintenance Bond (\$30/ft.)	<i>Not Required</i>	<i>Not Required</i>	
	County Rd Number	<i>Not Required</i>	<i>Not Required</i>	

**Notes: Increase lot(s) – Huggins letter “NOT” required
Decrease lot(s) – Huggins letter “IS” required**

PRELIMINARY CHECK LIST

The following checklist is for the use of a Developer in ascertaining initial compliance with the Smith County Subdivision Rules and assisting the Commissioners Court in processing an application under the Rules. **This list does not supercede any portion of the Subdivision Regulation. Each applicant must comply with the Subdivision Regulation as amended.** This completed list should be presented with each preliminary plat. Each blank should be filled with a “yes” or “no” or “n/a” response.

- _____ Two copies of the preliminary plat submitted (must include existing topographic contours)?
- _____ Copy of final plat submitted to 911 network (903 566 8911) for clearance?
- _____ Environmental Report submitted to Rosedale Environmental Services (903-592-3636) for clearance?
- _____ Tax Certificates (from County Tax Assessor’s Office) provided?
- _____ Any part of the proposed subdivision in an extraterritorial jurisdiction of a city?
- _____ Any lakes or ponds not contained within one lot or more than 10 surface acres?
- _____ Requesting any variances to the Smith County Subdivision Regulation? If so, attach justification.
- _____ Does any portion of this subdivision include 100 year floodplain (Zone A)? If so, complete a Flood Plain Development Permit Application (Appendix 6) for any construction or earthwork in the flood plain. Attach the appropriate FEMA FIRM map (you may need to load the FEMA map viewer), check this link: http://map1.msc.fema.gov/idms/IntraList.cgi?displ=wsp/item_1662152.txt and any required flood study.
- _____ Will county maintenance be sought for any dedicated right of way or easements?
- _____ If the right of way and/or easements are to privately maintained, will title to them be transferred to a corporation or other entity with the responsibility to maintain them?
- _____ Will a gate or other device to control access barricade the entrances to the subdivision?