



APPENDIX/SAATS MANUAL: EXHIBIT A
ECTOR COUNTY, TEXAS – SUBDIVISION PLAT APPLICATION FORM

DATE: _____ COMMISSIONER PRECINCT: _____

PROPOSED SUBDIVISION: _____

TRACT SIZE AND LOCATION: _____

TOTAL NUMBER OF LOTS: _____

NAME OF NEAREST PUBLIC ROAD(S): _____

CHECK ALL THAT APPLY:

- | | |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> WATER WELL | <input type="checkbox"/> OTHER _____ |
| <input type="checkbox"/> NATURAL GAS | <input type="checkbox"/> OTHER _____ |

OWNER/APPLICANT: _____ **ENGINEER:** _____

Address: _____ Address: _____

Telephone: _____ Telephone: _____

Email: _____ Email: _____

SURVEYOR:

Address: _____

Telephone: _____

Email: _____

- Regarding a proposed subdivision, the following documents are required to be submitted for review at the time of the Plat Application (“Application”): all documents required for subdivision plats by the active Subdivision and Manufactured Home Rental Community Regulations for Ector County, Texas (“Regulations”), the contents of which are incorporated by reference, said documents being described in the attached **Documents List for Subdivision Plat Application**. Please attach all required documents to this Application and add additional sheets, if necessary.
- You must timely submit this Application and all required documentation to the following public office as described in the regulations: Director of Planning and Development Department for Ector County, 1010 E. 8th Street Suite #114, Odessa, Texas, 79761.

3. Will the Developer seek a variance from the Commissioner's Court?
 Yes No. If Yes, identify and describe all issues to support the variance requested pursuant to the Regulations and attach all supporting documents to this Application, including an estimate of the cost of the variance items requested, if any.

4. Will any land, improvements, roads, streets, utility or transportation infrastructure, or facilities be dedicated to public use?
 Yes No. If Yes, identify them and attach all reports, plans, drawings, and specifications related to those dedicated improvements, infrastructure, or facilities. Proof of ownership of any off-site dedications or easements associated with the plat are required.

5. Will the subdivision be served by private water (including groundwater or surface water) facilities or wastewater (including septic or OSSF) facilities?
 Yes No. If Yes, identify them and attach all reports, plans, drawings, and specifications related to those improvements, infrastructure, or facilities:

6. Will the subdivision require a permit or other approval by another government or private entity?
 Yes No. If Yes, identify all such entities and attach copies of any active permits obtained from those entities for the proposed development:

7. Is the proposed development located in an area of special flood hazard or floodway described by federal or state data sources, including a FEMA floodplain map?
 Yes No. If Yes, identify all areas of special flood hazard or floodways in which all or part of the proposed development is located:

8. Have you paid all permit fees required by the County or other government of private entity for the proposed development?

Yes No. If No, please explain why you have not done so:

9. Does a delinquent tax liability or tax lien exist on the real property being subdivided?

Yes No. If Yes, please identify those matters and attach documents from the appropriate governmental taxing entity describing the tax delinquency or lien:

If NO, attach documents from the appropriate governmental taxing entities showing that no tax delinquency exists on the real property made the subject of the proposed development.

10. Please note the following:

- (a) Do you choose to participate in the County’s Voluntary Preliminary Review procedure described § 3.7 of the Regulations? Yes No. If Yes, please attach: (i) the required written notice to the County regarding that Developer’s decision; and (ii) all preliminary documents (i.e., concept plan, site plan, preliminary plat or other documents deemed by you relevant regarding the development project) that you request the County to review for the voluntary preliminary review procedure.

- (b) Do you choose to participate in the County’s Short-Form Plat procedure described in § 3.8 of the Regulations? Yes No. If Yes, please attach all documents: (i) showing that the proposed subdivision qualifies for the Short-Form Plat procedure; and (ii) required by the Regulations for Short-Form Plat procedure submission and approval.

- (c) Are you requesting a replat, plat revision, plat amendment, plat vacation, or plat cancellation of a subdivision plat pursuant to the procedure described in § 4.3 of the Regulations? Yes No. If Yes, please attach all documents: (i) explaining and showing the lot or lots to be affected by requested procedure; and (ii) which support the submission and approval of the requested procedure pursuant to the Regulations.

I, THE OWNER/APPLICANT NAMED BELOW, CERTIFY THE FOLLOWING:

I have read the active Subdivision and Planning and Development Regulations for Ector County, Texas. All documents required by the regulations have been prepared by me or on my behalf and are attached to this application, including full payment to the County, by cashier's check or money order, for all required fees.

Owner/Applicant Signature

Printed Name: _____

Title: _____

Date: _____

Receipt by County

Received By: _____

Printed Name: _____

Title: _____

Ector County, Texas

Date: _____

DOCUMENT LIST FOR SUBDIVISION PLAT APPLICATION

Regarding a proposed subdivision development project as described in the Regulations, the following documents are required to be submitted with the Subdivision Plat Application Form:

- (a) _____ a complete and executed Plat Application in compliance with the Regulations, with all required documents and payment of fees;
- (b) _____ a proposed subdivision plat which is fully executed, certified, and acknowledged by the proper parties designated in the Regulations – but excluding from compliance at Plat Application submission the following matters (i) the signatures, acknowledgements, and/or certifications of the County Judge, County Clerk, and County consulting engineer, and (ii) the filing or recordation of the plat;
- (c) _____ a proposed subdivision plat and all supporting documents describing and demonstrating compliance with the Regulations regarding required plat formatting and other information, including without limitation: (i) property

description, identifying data, and signatures; (ii) survey data; (iii) metes and bounds descriptions; (iv) lot, block, and other part dimensions; (v) water (including groundwater and surface water), sewer, and OSSF facility and service disclosures; (vi) drainage plan; (vii) topographical descriptions with contour lines; (viii) road, driveway, lot, frontage, and floodplain descriptions; (ix) utility connection requirements; (x) purchase contract disclosure; (xi) compliance with the water availability requirements of the Regulations; (xii) compliance with the active regulations of the Water District, if any, with territorial jurisdiction regarding all or part of the proposed land of the subdivision if groundwater is the source of the water for the subdivision; (xiii) lien subordination; and (xiv) plat execution and certification;

- (d) ____ a proposed subdivision plat and all supporting documents describing and demonstrating compliance with utility connection and plat certification requirements of the Regulations;
- (e) ____ a proposed subdivision plat and all supporting documents describing and demonstrating compliance with the purchase contract disclosure obligation of the Developer regarding water availability implementation;
- (f) ____ a proposed subdivision plat and all supporting documents describing and demonstrating compliance with the express limitations (and related, mandatory plat certification requirements) state in the Regulations regarding the County's construction and maintenance obligations, if any, regarding any land, road, easement, improvement, facility, or other property (i) dedicated to public use on the plat, or (ii) private property described on the plat;
- (g) ____ a proposed subdivision plat and all supporting documents describing and demonstrating compliance with the minimum standards described in the Regulations, including: (i) compliance with federal and state law requirements, including minimum state standards regarding water (including groundwater and surface water), sewer, septic, OSSF and related facilities; (ii) compliance with specific property description, identifying data, and proper signature requirements; (iii) compliance with specific survey data requirements; (iv) compliance with specific lot and block dimension requirements; (v) compliance with the water availability requirements and wastewater requirements of the Regulations; (vi) compliance regarding a reasonable drainage plan for the subdivision, including the management of storm water runoff, pursuant to the standards described in the Regulations; (vii) compliance with specific topographical description requirements; (viii) compliance with specific road/driveway, lot frontage, and floodplain management requirements; and (ix) compliance with the development standards and requirements described in the Regulations;
- (h) ____ a proposed subdivision plat and all supporting documents describing and demonstrating compliance with the bond or other financial security requirements in the Regulations;
- (i) ____ a tax certificate or other sufficient documentation from the appropriate governmental taxing entities showing that no tax delinquency exists on the real property made the subject of the proposed subdivision development;
- (j) ____ documents showing payment of all required fees; and
- (k) ____ documents supporting your answers to Items (1) through (10) above.