

## COMPLETENESS CHECKLIST FOR PLAT SUBMITTALS

\*All applicants desiring to subdivide land within the areas of jurisdiction of Guadalupe County shall first prepare and submit the following information to constitute a complete submittal:

\*Please number document to reflect the checklist and email to [Development@guadalupetx.gov](mailto:Development@guadalupetx.gov)

Plat Review		Form and Contents required with Plat submittal
1	<input type="checkbox"/>	A completed application for subdivision plat consideration
2	<input type="checkbox"/>	Subdivision Covenants and Restrictions form
3	<input type="checkbox"/>	All applicable plat notes per Guadalupe County Subdivision Regulations, Section IX, Plat Requirements, have been added to the plat.
4	<input type="checkbox"/>	If any part of the proposed subdivision was within the ETJ of an incorporated municipality, submit a letter confirming removal from an ETJ
5	<input type="checkbox"/>	Letter of no objection from Floodplain Manager
6	<input type="checkbox"/>	Attachment of approved variance if applicable
7	<input type="checkbox"/>	Notarized proof of signatory authority has been signed and provided by the property owner for any applicants/agents acting on their behalf
8	<input type="checkbox"/>	Digital copy of plat submitted
9	<input type="checkbox"/>	Documentation of contact with the County Commissioner
10	<input type="checkbox"/>	LOC's from all outside entities, utility providers (electric, water, water well, sewer), State Departments, GBRA, etc..
11	<input type="checkbox"/>	LOC from County Fire Marshall (fire suppression)
12	<input type="checkbox"/>	Provide letter of No Objection from State Highway Department- (TXDOT)
13	<input type="checkbox"/>	Provide Letter of No Objection and approved bond from County Road & Bridge Department
14	<input type="checkbox"/>	Provide Letter of No Objection from GIS
15	<input type="checkbox"/>	Photo of posted notification sign of the proposed subdivision
16	<input type="checkbox"/>	Copy of notification letter sent to adjacent property owners of the proposed subdivision
17	<input type="checkbox"/>	Copy of certified return receipts to the adjacent property owners
18	<input type="checkbox"/>	Recorded deed(s) indicating current ownership
19	<input type="checkbox"/>	Guadalupe Appraisal District property card.
20	<input type="checkbox"/>	Tax Certificate from Guadalupe County Tax Office indicating taxes are current.
21	<input type="checkbox"/>	Provide Certificate of Groundwater Availability and 30-year feasibility report indicating that potable water is available if served by water wells
22	<input type="checkbox"/>	Copy of an executed contract, agreement or letter from all Utilities (electric, water, sewer)

23	<input type="checkbox"/>	Provide letter of No Objection for TIA
24	<input type="checkbox"/>	Provide letter of No Objection for Engineered Storm Water Management
25	<input type="checkbox"/>	Provide letter of No Objection for Engineered Construction Plans
26	<input type="checkbox"/>	Provide letter of No Objection for Soil Sampling Report and written site evaluation identifying type of sewage facility- From Environmental Health Dept.

\* I acknowledge that I have reviewed the Completeness Checklist and have submitted all documents necessary to proceed with the reviewal of the final plat.

\* All fees are to be paid after Completeness Checklist is completed-Invoice will be sent to applicant.

\_\_\_\_\_  
Owner/Developer Signature

\_\_\_\_\_  
Date