

Developer Plat Filing Checklist

This checklist is only an outline of some of the processes for submitting plats, re-plats, minor plats, etc. Please refer to the sub-division Ordinance 180 for the complete listing of requirements for your particular situation, and direct any questions you may have in written form or through email to info@annettatx.gov.

Preliminary Plat:

- Consult early and informally with the Town of Annetta. Review the zoning regulations, sub-division regulations and Construction Standards of the Town of Annetta.
- Sub-divider shall submit to the Town of Annetta no later than twenty days prior to the Planning and Zoning Commission meeting at which it is to be considered:

1. Complete and sign Developer Plat Filing Checklist.

2. Filing fee.

3. Five (5) copies of plat stamped "Preliminary Plat" and an electronic copy of the Preliminary Plat (PDF formatted to print 24" x 36").

4. One (1) original signed letter of transmittal stating briefly the type of street surfacing, drainage, sanitary facilities, and water supply proposed, and the name address, phone number, and Fax number of the owner or agent, engineer, and surveyor.

5. Supplementary materials as applicable in other sections of these regulations.

6. Ground water study, if applicable.

7. Is the development or any part of the development within the corporate limits of the Town of Annetta? ___ Yes ___ No

- If **No**: Will a Public Water Supply be required? ___ Yes ___ No

- If **Yes**: A developer's agreement is required to be executed and plans must be submitted for approval by the Town of Annetta before construction may begin.

- Will sewage collection and treatment by Annetta be required? ___ Yes ___ No

- If **No**: **All new developments having on-site sewage facilities (OSSF) must have a letter from Parker County stating that the design and construction methods proposed by the developer/builder meet Parker County requirements before Annetta will approve.**

Developer Plat Filing Checklist

- 8. Sub-divider shall submit, either in the letter of transmittal or in a separate statement, as follows: "Sub-divider understands that the preliminary plat must be reviewed by Town's engineer prior to consideration by the Planning and Zoning Commission and waives any restriction on time approval of the preliminary plat."
- **Stay in contact with the Town of Annetta regarding meetings.**

Final Plat:

- Incorporate all changes, directions and additions imposed by the Town.
- Sub-divider shall submit to the Town of Annetta no later than twenty days prior to the Commission meeting at which it is to be considered:

1. Five (5) sets of detailed plans signed by a registered Professional Engineer showing details of streets, alleys, culverts, bridges, storm sewers, water mains, sanitary sewers and other engineering details.

2. Two (2) copies and one (1) mylar of the final plat with all conditional changes and proper signatures, prepared and signed by a registered Public Surveyor.

3. Complete PDF and a CAD (computer-aided design) file is required.

- Maintain contact with the Town of Annetta regarding meeting dates and times, and attend all meetings.

DEVELOPER AGREES TO READ AND COMPLY WITH THE TOWN OF ANNETTA'S ZONING REGULATIONS, SUB-DIVISION REGULATIONS AND CONSTRUCTION STANDARDS.

Dated: _____

Signed: _____