



La Salle County, Texas
County Plat Submittal Requirements Checklist



I. Plat Application

The Engineering firm responsible for the plat submits the plat application and review fees to the LaSalle County Judge’s Office. A copy of the plat application can be found on the LaSalle County website.

- _____ Completed LaSalle County Application Form
- _____ Letter from the Developer to the County expressing the intent of the development
- _____ Eight (8) 24” x 36” Plat Copies
- _____ One (1) 8” x 11” Exhibit of Plat
- _____ Project site plan for the proposed project for all Commercial and Multifamily projects including parking areas and access from public right of way
- _____ County Plat Application and Filing Fees
- _____ Copy of the deed showing ownership or interest by the applicant
- _____ Property located within City Extra Territorial Jurisdiction (ETJ), letter of approval from City/County Compliance Inspector is required for plat approval

II. Master Plan

A Master Plan is required when platting a portion of a tract where the total tract is less than 200 acres and owned by the person/entity making application for plat. A Mater Plan shall be required when the development is proposed phases. A Master Plan shall be submitted simultaneously with the Preliminary Plat. The Master Plan shall include the following:

- _____ The Master Plan shall be drawn at a scale
- _____ Identify a street layout showing extension and/or connection to existing street
- _____ Identify a general layout of existing and proposed water distribution and sanitary sewer utilities
- _____ Identify topographic information including contours and flow direction.
- _____ Identify Proposed Land Uses for each phase of development

III. Preliminary Plat shall include the following:

- _____ Proposed Name of Subdivision
- _____ Copy of the deed showing ownership or interest by the applicant
- _____ Copy of Original Tax Certificate showing that all County and School taxes are paid to date
- _____ Legal Description of the Property
- _____ Name(s) of any lienholder(s) on the subject property including all recording Information
- _____ Name of the firm(s) responsible for the Engineering and Surveying for preparation of the plat including name, address, telephone, and firm registration number
- _____ Name of the owner(s) responsible of the plat of the plat including name, address and telephone number

III. Preliminary Plat Continued:

- _____ The plat shall be drawn at a scale of 1 inch = 100 feet or in increments of 100 to accommodate sheet size or as approved by the County
- _____ Legible vicinity map at a scale of 1" = 2000' indicating the location of the Subdivision and its location with streets, railroads and other landmarks
- _____ Identify all property survey bearings and distances including project control points
- _____ Identify existing and roadway improvements including proposed street names
- _____ Existing pipelines and oil/gas production facilities within the property
- _____ Identify existing and proposed water and wastewater improvements
- _____ Engineering construction cost estimate for public improvements
- _____ Total acreage and the total number of lots, blocks for the property in tabular form on the face of the plat
- _____ Identify location of the 100 year floodplain and floodway including the FEMA FIRM Map panel number
- _____ Identify existing easements within the property

IV. Final Plat shall include the following:

- _____ Eight (8) 24" x 36" Final Plat Copies
- _____ Two (2) paper sets of Construction Plans and one in digital format
- _____ Two (2) duplicate original Final Plat prints on Mylar for signature
- _____ All of the provisions and conditions imposed by the County Commissioners Court with the approval of the preliminary plat
- _____ Final Engineering and Drainage Report as identified in the LaSalle County Comprehensive Subdivision Rules
- _____ Existing and proposed floodplains and floodways as reflected on FEMA Panels for the area and identifying on the Plat Notes establishing the guidelines for construction within flood prone areas with the Base Flood Elevations for each lot
- _____ Identify proposed method of providing utility services including all water distribution system, sanitary sewer systems, onsite sewage facilities, OSSF inspection report, tap locations and utility entity to provide the proposed services as per the LaSalle County Comprehensive Subdivision Rules
- _____ 30 year letter water agreement with (if applicable)
- _____ 30 year wastewater letter agreement (if applicable)
- _____ Identify proposed lot grading for each lot
- _____ Signature Block for Owner/Subdivider, LaSalle County Judge, County Clerk, Surveyor of Record, Engineer of Record, Lien Holder, and any grantor of off-site easements, notary, Water Supply Corporation, etc.
- _____ A warranty statement specifying all public improvements are guaranteed by the developer as identified in the LaSalle County Model Subdivision Regulations
- _____ A notation identifying the party responsible for long term maintenance of any drainage improvements (if applicable)
- _____ TxDOT driveway or utility crossing permits (if applicable)
- _____ Letter of Credit for Public Improvements as per LaSalle County Comprehensive Subdivision Rules for public improvements
- _____ Subdivision Plat in digital format in AutoCAD or Mircrostation format
- _____ AS-BUILT Plan (if not using Letter of Credit)