



CLAY COUNTY SUBDIVISION APPLICATION

A Completed Application Form Must Accompany New Plat Submittal

Type of Submission: Preliminary Plat Replat Amended Plat Final Plat Vacate Subdivision

PROPERTY INFORMATION	
DATE _____ PROJECT NAME _____	<input type="checkbox"/> NEW <input type="checkbox"/> RESUBDIVISION
PROJECT ADDRESS OR LOCATION _____ SURVEY/ABST # _____	
TOTAL ACRES _____	NUMBER OF LOTS _____ LOT SIZE _____
PROPERTY LOCATED IN ETJ? <input type="checkbox"/> NO <input type="checkbox"/> YES, ENTITY _____	
VARIANCE REQUESTED? <input type="checkbox"/> NO <input type="checkbox"/> YES, TYPE _____	
WATER SOURCE <input type="checkbox"/> PUBLIC <input type="checkbox"/> PRIVATE ELECTRIC PROVIDER _____	

CONTACT INFORMATION

AGENT	PROPERTY OWNER
FIRM NAME _____	OWNER NAME _____
CONTACT _____	CONTACT _____
ADDRESS _____	ADDRESS _____
CITY _____ STATE _____ ZIP _____	CITY _____ STATE _____ ZIP _____
PHONE _____ FAX _____	PHONE _____ FAX _____
EMAIL _____	EMAIL _____
DEVELOPER	SURVEYOR
FIRM NAME _____	FIRM NAME _____
CONTACT _____	CONTACT _____
ADDRESS _____	ADDRESS _____
CITY _____ STATE _____ ZIP _____	CITY _____ STATE _____ ZIP _____
PHONE _____ FAX _____	PHONE _____ FAX _____
EMAIL _____	EMAIL _____

FEES AND CONSENT	
\$ ____00.00 + _____ LOTS AT \$20.00 PER LOT = \$ _____ PAID BY _____ DATE _____ RECEIVED BY _____ <div style="text-align: right; margin-right: 50px;">Signature</div>	By my signature, I affirm that I am the property owner of record, or the authorized agent for said owner. The information contained herein is complete and accurate, and I agree to the development/subdivision of this property. Date _____ Signature _____ Printed Name _____



CLAY COUNTY SUBDIVISION APPLICATION

Applicant must check each item submitted with the plat

	✓
Application Form and Fees: The completed application shall be submitted along with required fees (payable to Clay County).	
Copies of Plats: One electronic and two (2) paper copies of the plat (24" x 36") are to be submitted with the application. One (1) mylar copy of the plat (24" x 36") with original seals and signatures are required for recording on final plat. No more than one (1) paper copy and one (1) mylar copy will be signed by Commissioners Court.	
Applicant Information: The applicant (generally the surveyor or engineer) shall include their name, name of company, company address, phone number and email contact on the plat and application.	
Owner Identification: The owners name, address and phone number shall be included on the plat.	
Scale: The plat shall be drawn at a scale such that features and text are legible for reviewing staff, but no more than 1 inch = 200 feet. The scale shall be shown graphically on the plat in an engineering scale. A north arrow is required.	
Date: The plat shall include the date of initial preparation and all revision dates.	
Title Block: A title block with the following information shall be provided on each page: <ul style="list-style-type: none"> • Name of the project with Lot and Block designations. • Type of plat • Legal description • Total acreage & number of lots • <i>For Replat Only: State reason for replat</i> 	
Recording Block: A 2 inch x 3 inch blank block shall be located on the lower right hand corner of the plat for County recording information.	
Vicinity Map: A vicinity map with the subdivision clearly shown with reference to major thoroughfares shall be shown on the plat.	
Utility Company Approvals: The name, address and phone number of all utilities providing service to the development shall be shown on the plat. A signature from each provider, or a will-serve letter, signifying their ability to provide service to the subdivision is required before review by Commissioners Court.	
Certification and Dedication By Owner: All rights-of-way, parks, easements, streets or any other publicly owned areas shall be noted on the plat.	
Easements: The plat shall show all existing and proposed easements, including the filing information for each.	
Metes & Bounds: The plat shall include the written legal description of the property.	
ETJ: The plat shall state if the subject property is located within the Extra Territorial Jurisdiction (ETJ) of any city.	
Restrictions of Subdivision: A copy of the restrictions, if any, within the subdivision shall accompany the Final Plat, shall be properly signed and notarized, and filed for record in the office of the County Clerk.	
Lot Size: All lots shall meet minimum lot size for their area.	
Setback: Setbacks lines shall be identified for each lot.	
Frontage: Each lot shall have a minimum one hundred (100) foot frontage adjacent to a county road.	
Lot & Block Labeling: Proposed lots shall be labeled with numbers and blocks shall be labeled with letters.	
Point Of Beginning (POB): The POB shall be clearly marked including State Plane Coordinates, NAD 83.	
Boundary Lines: The perimeter boundary of the subdivision shall be shown with bearings and distances, references to a corner of the original survey.	



CLAY COUNTY SUBDIVISION APPLICATION

Certification by Surveyor: Certification the plat correctly represents a survey made by the surveyor and that all lot corner markers and boundary markers are correctly placed and shown on the face of the plat.

Standard Notes: The plat shall include the following notes, as required:

- “Water service to be provided by _____.”
- “Sanitary sewer to be handled by facilities approved by the Clay County.”
- “No road, street, or public improvement set aside in this Plat shall be maintained by Clay County, Texas in the absence of an express Order of the Commissioners Court entered of records in the minutes of the Commissioners Court of Clay County, Texas specifically identifying any such road, street or public improvement and specifically accepting such for county maintenance.”
- “All surface drainage easements shall be kept clear of fences, buildings, foundation, plantings and other obstructions to the operation and maintenance of the drainage facility.”
- “Blocking the flow of water or constructing improvements in surface drainage easements, and filling or obstructing the floodway is prohibited.”
- “Clay County will not be responsible for any damage, personal injury or loss of life or property occasioned by flooding or flooding conditions.”
- “The existing creeks or drainage channels traversing along or across the addition will remain as open channels and will be maintained by the individual property owners of the lot or lots that are traversed by or adjacent to the drainage courses along or across the lots.”
- “Construction not complete within two years of the Commissioners Court approval shall be subject to current County Subdivision Rules and Regulations.”
- “A driveway culvert permit may need to be obtained from the Road and Bridge Department by the owner of each lot prior to the construction, installation or placement of any driveway access improvements within the dedicated right-of-way.”
- “No construction, without written approval from Clay County shall be allowed within an identified “FIRM” floodplain area, and then only after a detailed floodplain development permit including engineering plans and studies show that no rise in the Base Flood Elevation (BFE) will result, that no flooding will result, that no obstruction to the natural flow of water will result; and subject to all owners of the property affected by such construction becoming a party to the request. Where construction is permitted, all finished floor elevations shall be a minimum of two feet above the 100-year flood elevation.”
- “Clay County shall not be responsible for maintenance of private streets, drives, emergency access easements, recreation areas and open spaces; and the owners shall be responsible for the maintenance of private streets, drives, emergency access easements, recreation areas and open spaces, and said owners agree to indemnify and hold harmless Clay County from all claims, damages and losses arising out of or resulting from performance of the obligations of said owners set forth in this paragraph.”

Digital Copy: A scalable digital copy of the proposed plat shall be submitted to Clay County in .pdf form.



SUBDIVISION / DEVELOPMENT APPLICATION

<p>Signature Blocks and Statements: Signature blocks shall be placed on the plat. Signature blocks that require a notary seal shall include a notary block beneath the signature block. These signature blocks shall not be signed until approval by the Clay County Commissioners Court</p> <ul style="list-style-type: none">• Owner's certificate with associated notary block required <p>Surveyor's certificate with associated notary block required</p>	
<p>Tax Certificate: A current tax certificate indicating a zero balance due must be submitted prior to the plat being</p> <ul style="list-style-type: none">• presented to Clay County Commissioners Court.	
<p>Approval Block: (note: this block must be located on the lower right side of the sheet.)</p> <p>Reviewed and approved on _____, 20__</p> <p>_____</p> <p>County Judge, Clay County, TX</p>	

This application and all related documents must be submitted with the required fee to the County Judge's office. Any documents submitted by any other method will be not be deemed as properly filed and will not be considered.

Submitted By: _____

Date: _____