

# Brazos County Road & Bridge Office 2617 SH 21 West

Bryan, TX 77803
Telephone: (979) 822-2127
Fax: (979 775-0456
Email: plats@brazoscountytx.gov

#### **PLAT APPLICATION**

SUBJECT PROPERTY INFORMATION						
APPLICATION DATE *:			RESUBMITTAL:	☐ YES	□ NO	
PROJECT / SUBDIVISIO	N NAME:					
PROJECT ADDRESS OF	R LOCATION:					
LEGAL DESCRIPTION:						
IF RESUBMITTAL, PRO	JECT FORMERLY KNOW	N AS:				
NUMBER OF LOTS:			TOTAL ACREAGE			
JURISDICTION:	C	TY LIMITS 🛚 _	ETJ	☐ OUTSIDE A	LL CITY LIMITS AND ETJs	
	ition completeness will be expire five (5) years from	n the Application d	ate of the project.	. All incomplete A	pplications will be rejected.	
		TYPE OF A	PPLICATION			
☐ MASTE	ER PLAN	☐ SIM	PLIFIED PLAT		☐ PRELIMINARY PLAN	
☐ FINAL	PLAT	☐ AMI	ENDING PLAT		REPLAT	
		APPLICATION	ON PURPOSE			
□ RESIDENTIAL □			NUFACTURED HOME		☐ COMMERCIAL	
☐ OTHER (Please explain):						
		FLOO	DDI AINI			
		FLOO	DPLAIN			
IS ANY OF THE PROPERTY LOCATED IN A FLOODPLAIN OR FLOOD HAZARD AREA?						
Acknowledgment: The flood hazard boundary maps and other flood data used by Brazos County in evaluating flood hazards to proposed Developments are considered reasonable and accurate for regulatory purposes and are based on the best available scientific and engineering data On rare occasions greater floods can and will occur and flood heights may be increased by man-made or natural causes. Issuance of a Floodplain Permit in accordance with the Brazos County Flood Damage Prevention Ordinance does not imply that Development outside the areas of special flood hazard will be free from flooding or flood damage. Issuance of a permit shall not create liability on the part of Brazos County or any officer or employee of Brazos County in the event flooding or flood damage does occur.						
TxDOT RIGHT-OF-WAY						
WILL ANY CONSTRUCTION OCCUR IN TxDOT RIGHT-OF-WAYS? ☐ YES ☐ NO						
		DIGITAL FILE	SUBMISSION			
COUNTY ENGINEER	☐ ADOBE (.;	odf file)	AutoCAD (.dwg file)	(Email To: plats@	brazoscountytx.gov)	
911 ADDRESSING	☐ ADOBE (	•	AutoCAD (.dwg file)	<u> </u>	razoscountytx.gov)	
		CONTACT	NFORMATION			

APPLICANT INFORMATION			
FIRM NAME:			
CONTACT:			
ADDRESS:	_		
CITY:	STATE:		ZIP:
PHONE:		FAX:	
EMAIL:			
PROPERTY OWNER INFORMATION			
FIRM NAME:			
CONTACT:			
ADDRESS:			
CITY:	STATE:		ZIP:
PHONE:		FAX:	
EMAIL:			
ENGINEER INFORMATION			
FIRM NAME:			
CONTACT:			
ADDRESS:			
CITY:	STATE:		ZIP:
PHONE:		FAX:	
EMAIL:			
SURVEYOR INFORMATION			
FIRM NAME:			
CONTACT:			
ADDRESS:			
CITY:	STATE:		ZIP:
PHONE:		FAX:	
EMAIL:		L	
OTHER INFORMATION			
FIRM NAME:			
CONTACT:			
ADDRESS:	07475		T 710
CITY:	STATE:	Leav	ZIP:
PHONE:		FAX:	
EMAIL:			

has been granted to re	eby affirm that I am the pro present the Owner, organi erstood that I agree to the	zation or business in this	Application. I certify th			
SIGNATURE:	PH	PRINTED NAME:			DATE:	
SIGNATURE:		PRINTED NAME:			DATE:	
Application indicated of the County to approve	the Owner of the property in page one of this Applicat ive the Application and the may not follow that recomm	ion. The Owner further ac nat although County sta	cknowledges that subm aff may make certain	ission of an Applic recommendation	cation does not regarding	ot in any way obligate this Application, the
		CALCULATIO	ONS OF FEES			
MASTER PLAN:	No charge	SIMPLIFIED PLAT:	\$100	PRELIMINA	RY PLAN:	\$150 + \$10 per lot
FINAL PLAT:	\$200 + \$20 per lot	AMENDING PLAT:	\$100	REPLAT:		\$200
	RECEIP	T BY BRAZOS C	OUNTY (Official	Use Only)		
DATE APPLICATION	RECEIVED: /	_/	DATE APPLICATIO	N RECEIVED / RI	EJECTED: _	/
SIGNATURE:			SIGNATURE:			
	ation by Brazos County of dditional information not co					
Application Chec	k List:					
Copies of finished	plat with correction	s (if any):				
□ Three (3) h	ard copies to Brazo	os County				
☐ One (1) .pc	☐ One (1) .pdf copy to Brazos County					
□ One (1) .dv	☐ One (1) .dwg copy to Brazos County					
□ One (1) has	rd copy to Brazos C	County Health Dist	rict			
□ One (1) has	☐ One (1) hard copy to Brazos County 911					
☐ One (1) ha	☐ One (1) hard copy to local Water District or Company					
Letters of approval (to be sent by the approving institution directly to Brazos County Engineering):  Letter from Brazos County Health District - For On-site sewage evaluation.  Letter from Brazos County 911 - For Road names.  Letter from Water District or Company Stating water availability, etc.						
	an Extraterritorial otification from app	` ,	of a City:			

Applicant attests that they have signed this Application in the capacity designated, if any, and further attests that they have read document and the statement contained herein and any attached are true and factual. All Applicants are encouraged to review the County Regulations prior to any plat submittal. It is understood that this Application is not finished or dated until all documents listed above are filed at the Brazos County Engineering Office and all applicable blanks are filled in the Application above.

#### SIMPLIFIED FINAL PLAT REQUIREMENTS

Every Simplified Plat shall include all of the following:

Title B	lock with the following information:
	Name, address, telephone and email address of Subdivider, recorded Owner, Engineer and surveyor.
	Proposed name of Subdivision. (Subdivision name & Street names will be approved through the Brazos County 911.) (Replats need to retain original Subdivision name.)
	Date of preparation. (Include the date of any revisions on the plat.)
	Engineer's scale in feet.
	Total area intended to be developed.
	Proposed number of Lots to be developed.
	Re-plat or Amending Plat, existing Lot and Block description or Abstract name and number.
North	arrow.
Drawn	on 24" x 36" sheet to scale of 100-feet per inch or larger.
Subdiv	vision boundary indicated by heavy lines. Boundary must include all of Parent Tract.
All ho	rizontal control and vertical elevations depicted on the plat shall be tied to NAD83 and NAVD Patum.
	nity map, drawn at a scale appropriate to show all nearby major Roadways and sufficient in to identify the location of the proposed plat.
	jacent property Owner's names, deed record, or Subdivision name, Block and Lot number, kisting use.
	cels within the boundary of the Subdivision shall have a Block and Lot number shown on the f the plat drawing.
	y boundaries, City limits, Extraterritorial Jurisdiction (ETJ) boundaries, school district aries and Subdivision section and/or phase boundaries.
Road	names and Right-of-Way width for all Roads. (Existing and proposed)
All exi	sting and proposed plat boundary lines, phase/section lines, and Lot lines with bearings and sions.
Utility	Services. (Water, wastewater, electrical, natural gas, cable, phone, etc.)
Pipelir	nes: label company with volume and page.
All cer	tification language as found in Appendix C.
and rig Certifi holder	nents and rights-of-way shall be dedicated to the public. The dedication of all Easements ghts-of-way shall be accomplished free of liens. The dedication shall be accompanied by the cate of Ownership and Dedication language found in Appendix C. The Owner's and any lien's dedication, and restrictions if any duly acknowledged in the manner required for wledgement of deeds, shall also be provided.
shown	posed Easements and existing Easements of record that have a designated route shall be on the plat with bearings and dimensions. The Owner shall be responsible for coordinating Il Utility Providers the location of all utility Easements that are shown on the Final Plat.
	ng Setback Lines for each proposed Lot as defined herein. For Subdivisions located within traterritorial Jurisdiction (ETJ), this may be shown on the drawing or included as a plat note.
	and bounds description of the property to be subdivided shall be certified by a Registered sional Land Surveyor (RPLS), describing a beginning point and reciting bearings and

distances to a corner of the original land grant survey of which the Subdivision is a part, according to the best available data. (Shown on drawing; not separate description)
All Subdivision external corners, angle points, points of curvature and points of tangency shall be set by a Registered Professional Land Surveyor (RPLS) before the plat is recorded and shall be a TxDOT "Light Duty Setting" monument with an aluminum or bronze disk as specified in Appendix C of the TxDOT Survey Manual of April 2011. Alternately, Bernsten® Standard Aluminum Base monument (or equivalent as approved by the County Engineer) embedded and backfilled with compacted sand may be used. All Daughter Lots, Blocks and rights-of-way within the Subdivision shall be fully monumented in compliance with the Texas Board of Professional Land Surveying Act and the Board Rules set by a Registered Professional Land Surveyor (RPLS) before the plat is recorded.
Primary control points or descriptions and ties to such control points, to which, later, all dimensions, angles, bearings, Block numbers, and similar data shall be referred. The plat shall be located with respect to a corner of the surveyor tract, or an original corner of the original survey of which it is a part. All boundaries shall be tied to a County control monument.
The plat note regarding Owner's responsibilities as found in Appendix G.4, if not contained in the Owner's dedication.
The On-site Sewage Facility (OSSF) setback as required by the Brazos County Health District.
The location, zone classification and panel Effective Date of the 100-Year Floodplain as identified on the most current Brazos County Flood Insurance Rate Map (FIRM), published by the Federal Emergency Management Agency (FEMA).
If there are any areas within the plat that include a FEMA-mapped Floodplain with a Zone A classification, or if there exists within or adjacent to the plat any water courses whose upstream drainage basin is larger than 64 acres, the plat shall also show the extent of the 100-Year Floodplain as determined by an engineering study under the seal of a Registered Professional Engineer. This study shall be sufficient in scope to determine and establish a BFE for all points within the plat.
BFE's shall be shown for all points within the plat, as determined by the results of an engineering study. For plats where a FEMA-mapped Floodplain with a Zone AE classification exists within the plat, the BFE established by the accompanying FEMA- published flood study may be substituted for the engineering study.
A minimum lowest finished floor elevation (FFE) for Buildings shall be established for each Lot within the plat. This minimum FFE shall be twelve (12) inches higher than the highest spot elevation that is located within five (5) feet outside the perimeter of the Building, or two-feet above the BFE, whichever is higher.
If any areas within the plat include a 100-Year Floodplain (as determined by the results of an engineering study or as established by FEMA), a benchmark shall be established by the Owner within or immediately adjacent to the boundary of the plat. The location, description and elevation of the benchmark are required to be identified on the face of the plat. The elevation of this benchmark shall utilize the same vertical datum as that used in the engineering study to determine the FFE.
A separate drawing containing both existing and proposed topographic information at 2-FT contour intervals along with the plat boundaries, Easement locations (existing & proposed), and culverts (existing & proposed).
The certification language as found in Appendix C for both the Commissioner's Court approval and the County Clerk's filing certificate shall be located on the face of the plat. These signatures shall be obtained after approval by the Brazos County Commissioner's Court.
If any Lot within the plat will be served by a well or an On-site Sewage Facility (OSSF), a letter must be provided by the Brazos County Health District stating they have examined the plat and that it is in compliance with the Brazos County On-site Sewage Facility (OSSF) Regulations, Construction Standards for On-site Sewage Facility (OSSF) Regulations as published by the Texas Commission on Environmental Quality (TCEQ). This letter must be signed by a representative of the District prior to Final Plat approval.

If the plat contains a water well site, there shall be a depiction of the TCEQ separation requirements per Title 30, Part 1, Chapter 290, Subchapter D Rule §290.41.
If rural route mailboxes are proposed, the plat note as found in Appendix G.2 for placement of such mailboxes shall be shown on the face of the plat.
If any areas of the plat are located outside of all incorporated areas, the plat note as found in Appendix G.1 regarding the requirement to obtain a unique Development Permit from the Brazos County Floodplain Administrator prior to locating or altering a structure or land shall be placed on the plat.
It is the responsibility of the Owner to assure that the proposed name of the Subdivision is not duplicated. Subdivisions with different sections are considered unique. The Owner shall check with the County Clerk's records for verification.
Driveway culverts for all Lots shall be designed by a Licensed Professional Engineer.
If entrances or driveways are proposed fronting Texas Department of Transportation (TxDOT) controlled highways, farm-to-market Roads, or others, copies of correspondence with TxDOT are required to be submitted with the Preliminary Plan stating that the general entrance or driveway configuration is within TxDOT's guidelines. Formal approval of the layout from TxDOT is required prior to approval of Final Plat.
The diameter and length for each driveway culvert shall be shown on a table on the plat. This information shall also be placed in the deed restrictions for the Lots in the Subdivision.
The Owner shall provide a letter of serviceability from an entity or entities providing water service or a letter stating that no service is available within 300 feet of the Subdivision and certifying that the Lots are suitable for private wells.
Any Improvements proposed within the Right-of-Way including, but not limited to, irrigation, landscaping, sidewalks, Subdivision identification signs, etc. shall be maintained in accordance with an executed license agreement between the County and the Owner.
This check list along with the required copies of the plat shall be submitted to the County Engineer for approval.
Location and size of all existing and proposed subsurface and surface water drainage facilities, including water bodies on or immediately adjacent to the subject property and detention basins, if needed.
All existing and proposed water courses or manmade drainage channels shall be located within a Common Area to be maintained by Owner.

### MASTER PLAN / PRELIMINARY PLAN REQUIREMENTS

Every Master Plan / Preliminary Plan shall include all of the following:

Title B	lock with the following information:
	Name, address, telephone and email address of Subdivider, recorded Owner, Engineer and surveyor.
	Proposed name of Subdivision. (Subdivision name & Street names will be approved through the Brazos County 911.)
	Date of preparation. (Include the date of any revisions on the plan.)
	Engineer's scale in feet.
	Total area intended to be developed.
	Proposed number of Lots to be developed.
	Abstract name and number.
The PONLY	reliminary Plan shall carry the legend "PRELIMINARY PLAN FOR REVIEW PURPOSES".
North	arrow.
Drawn	on 24" x 36" sheet to scale of 100-feet per inch or larger.
Subdiv	rision boundary indicated by heavy lines. Boundary must include all of Parent Tract.
All hor Datum.	izontal control and vertical elevations depicted on the plan shall be tied to NAD83 and NAVD 1988
	nity map, drawn at a scale appropriate to show all nearby major Roadways and sufficient in to identify the location of the proposed plan.
	acent property Owner's names, deed record, or Subdivision name, Block and Lot number, tisting use.
	cels within the boundary of the Subdivision shall have a Block and Lot number shown on the f the plan drawing.
	y boundaries, City limits, Extraterritorial Jurisdiction (ETJ) boundaries, school district aries and Subdivision section and/or phase boundaries.
width	names and Road designation (whether the Road will be public or privately owned), pavement and Right-of-Way width for all proposed Roads within and all existing Roads abutting the Proposed and existing)
All exi	sting and proposed plan boundary lines, phase/section lines, and Lot lines with bearings and sions.
Utility propos	Services. (Water, wastewater, electrical, natural gas, cable, phone, etc.) (Existing and sed.)
Pipelir	nes: label company with volume and page.
subdiv also b	reliminary Plan (including the entire Parent Tract if only a portion of that tract is to be ided) shall be shown on a single sheet, regardless of its acreage. The Preliminary Plan may e shown on multiple sheets if necessary to show all detail and required information as ed by this section.
Size, i	n acres, of all Daughter Tracts.
Center	line tangent lengths and curve data for all proposed Roads.
	nents and rights-of-way shall be dedicated to the public. The dedication of all Easements ghts-of-way shall be accomplished free of liens.

All proposed Easements and existing Easements of record that have a designated route shall be shown on the plan with bearings and dimensions. The Owner shall be responsible for coordinating with all Utility Providers the location of all utility Easements that are shown on the Final Plat.
Building Setback Lines for each proposed Lot as defined herein. For Subdivisions located within an Extraterritorial Jurisdiction (ETJ), this may be shown on the drawing or included as a plan note.
Metes and bounds description of the property to be subdivided shall be certified by a Registered Professional Land Surveyor (RPLS), describing a beginning point and reciting bearings and distances to a corner of the original land grant survey of which the Subdivision is a part, according to the best available data. (Shown on drawing; not separate description)
Primary control points or descriptions and ties to such control points, to which, later, all dimensions angles, bearings, Block numbers, and similar data shall be referred. The plat shall be located with respect to a corner of the surveyor tract, or an original corner of the original survey of which it is a part. All boundaries shall be tied to a County control monument.
The plat note regarding Owner's responsibilities as found in Appendix G.4, if not contained in the Owner's dedication.
The On-site Sewage Facility (OSSF) setback as required by the Brazos County Health District.
The location, zone classification and panel Effective Date of the 100-Year Floodplain as identified on the most current Brazos County Flood Insurance Rate Map (FIRM), published by the Federal Emergency Management Agency (FEMA).
If there are any areas within the plat that include a FEMA-mapped Floodplain with a Zone A classification, or if there exists within or adjacent to the plat any water courses whose upstream drainage basin is larger than 64 acres, the plat shall also show the extent of the 100-Year Floodplain as determined by an engineering study under the seal of a Registered Professional Engineer. This study shall be sufficient in scope to determine and establish a BFE for all points within the plat.
BFE's shall be shown for all points within the plat, as determined by the results of an engineering study. For plats where a FEMA-mapped Floodplain with a Zone AE classification exists within the plat, the BFE established by the accompanying FEMA- published flood study may be substituted for the engineering study.
A minimum lowest finished floor elevation (FFE) for Buildings shall be established for each Lot within the plat. This minimum FFE shall be 12-inches higher than the highest spot elevation that is located within five feet outside the perimeter of the Building, or two-feet above the BFE, whichever is higher.
If any areas within the plat include a 100-Year Floodplain (as determined by the results of an engineering study or as established by FEMA), a benchmark shall be established by the Owner within or immediately adjacent to the boundary of the plat. The location, description and elevation of the benchmark are required to be identified on the face of the plat. The elevation of this benchmark shall utilize the same vertical datum as that used in the engineering study to determine the FFE.
A drawing containing both existing and proposed topographic information at 2-FT contour intervals along with the plat boundaries, Easement locations (existing & proposed), and culverts (existing & proposed).
If the plat contains a water well site, there shall be a depiction of the TCEQ separation requirements per Title 30, Part 1, Chapter 290, Subchapter D Rule §290.41.
It is the responsibility of the Owner to assure that the proposed name of the Subdivision is not duplicated. Subdivisions with different sections are considered unique. The Owner shall check with the County Clerk's records for verification.
The Owner shall provide a letter of serviceability from an entity or entities providing water service or a letter stating that no service is available within 300 feet of the Subdivision and certifying that the Lots are suitable for private wells.

If entrances or driveways are proposed fronting Texas Department of Transportation (TxDOT) controlled highways, farm-to-market Roads, or others, copies of correspondence with TxDOT are required to be submitted with the Preliminary Plan stating that the general entrance or driveway configuration is within TxDOT's guidelines. Formal approval of the layout from TxDOT is required prior to approval of Final Plat.
For Road widening and drainage purposes the Owner shall dedicate the Right-of-Way. In the case of drainage that is provided for the Lots, it shall be located outside of the Right-of-Way in a private drainage Easement. In the case of drainage that is provided for the Roadway, it shall be located within the Right-of-Way.
Indicate the centerline length of each Road in the proposed Subdivision and its design speed.
If the Roads within the Subdivision will be privately maintained, include the appropriate note(s) per the requirements of Article 8 of these Regulations.
Locations of existing and proposed private alleys.
Locations of existing and proposed public areas.
Locations of other public Improvements, including but not limited to parks, schools and other public facilities.
The location of proposed cluster mailboxes, as required.
All proposed Off-site Easements for infrastructure construction must be shown on the Preliminary Plan.
Proposed phasing. Each phase must be able to stand alone to meet requirements of these Regulations.
Location and size of all existing and proposed subsurface and surface water drainage facilities, including water bodies on or immediately adjacent to the subject property and detention basins, if needed.
If the proposed Preliminary Plan is to be a Private Subdivision (containing privately maintained Roads), the title of the plan shall contain the phrase, "A Private Subdivision". Refer to Article 8 for additional requirements.
This check list along with the required copies of the plan shall be submitted to the County Engineer for approval.
Include a description of contributing drainage to the proposed Subdivision. The submittal shall include the area, slope and type of Development in the contributing area.
Drainage narrative in compliance with the BCEDG.
Clearly indicate the method of sanitary sewage treatment and/or disposal such as, but not limited to, municipal sewer service, private sewage disposal system and On-site sewage facilities including the size and location of all proposed sewer mains and manholes. Preliminary grades for each main between manholes and the depth at each manhole shall also be shown.
All existing and proposed water courses or manmade drainage channels shall be located within a Common Area to be maintained by Owner.

#### FINAL PLAT APPLICATION REQUIREMENTS

## Every Final Plat must include all of the items provided on the Simplified Plat checklist as well as the following:

For Road widening and drainage purposes the Owner shall dedicate the Right-of-Way. In the case of drainage that is provided for the Lots, it shall be located outside of the Right-of-Way in a private drainage Easement. In the case of drainage that is provided for the Roadway, it shall be located within the Right-of-Way.
If public Roadways are to be built as part of the plat, the plat note regarding the responsibility for construction of Roadways as found in Appendix G.3 shall be placed on the face of the plat.
The plat note regarding Owner's responsibilities as found in Appendix G.4, if not contained in the Owner's dedication.
Indicate the centerline length of each Road in the proposed Subdivision and its design speed.
If more than four mailboxes are to be provided within the Subdivision, cluster mailboxes shall be provided and the location of such shall be indicated on the plat.
If the Roads within the Subdivision will be privately maintained, include the appropriate note(s) per the requirements of Article 8 of these Regulations.
Locations of existing and proposed private alleys.
Locations of existing and proposed public areas.
Locations of other Public Improvements, including but not limited to parks, schools and other public facilities.
All Off-site Easements for infrastructure construction must be shown on the Final Plat with a volume and page listed to indicate where the separate instrument Easements were filed. Separate instrument Easements must be filed prior or concurrently with Final Plat.
Proposed phasing. All phasing shall be in accordance with the approved Master Plan and/or Preliminary Plan and each phase must be able to stand alone to meet requirements of these Regulations. Infrastructure costs should be separate for each phase of the Subdivision.
Location and size of all existing and proposed subsurface and surface water drainage facilities, including water bodies on or immediately adjacent to the subject property.
If the proposed Final Plat is to be a Private Subdivision (containing privately maintained Roads), the title of the plat shall contain the phrase, "A Private Subdivision". Refer to Article 8 for additional requirements.
In the case of an On-site Sewage Facility (OSSF), the Developer shall be responsible for providing a Development Plan, as performed by a Professional Sanitarian, a Licensed Professional Engineer, or person certified as required by TCEQ Title 30 TAC Chapter 285. The sewage disposal plan shall be performed according rules and regulations established by the Brazos County On-site Sewage Facility (OSSF) Order and TCEQ Title 30 TAC Chapter 285.