



**Subdivision Name:** \_\_\_\_\_

**Adjacent Road:** \_\_\_\_\_

**Developer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**email:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Surveyor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**email:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Roadway Length:** \_\_\_\_\_ **ft. (centerline)**

Item		<i><b>Date and Initial when received</b></i>		
		<b>Resub/Lot Line Adjustment</b>	<b>No Roads</b>	<b>With Roads</b>
<b>Prior to Court Submission</b>	<b>Preliminary Plat</b> (2 copies)	<i>Not Required</i>		
	Preliminary Plat Approved	<i>Not Required</i>		
	<b>Final Plat</b> (mylar & 3 prints)			
	<b>Plat Fee</b>	<b>\$25</b>	<b>\$100</b>	<b>\$250</b>
	<b>Construction Bond</b> (\$20 /ft.)	<i>Not Required</i>	<i>Not Required</i>	
	<b>Testing Fee</b> (\$1.50/ft with Curb & Gutter, \$1/ft without)	<i>Not Required</i>	<i>Not Required</i>	
	<b>911 Clearance Letter</b>			
	<b>Designated Rep. (RTS ENVIRON.) Clearance Letter</b>	<i>See notes below</i>		
	<b>Tax Certificate</b>			
	<b>Plans and Specifications</b> (2 copies)	<i>Not Required</i>	<i>Not Required</i>	
	<b>TCEQ Permit for Dam</b> (if lake or pond present)			
	<b>Flood Plain Development Permit &amp; Fee</b> (if required)	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>
<b>At Completion of Construction</b>	<b>Final Inspection</b>	<i>Not Required</i>	<i>Not Required</i>	
<b>R/W Accepted as County Road by Commissioners Court</b>	<b>Maintenance Bond</b> (\$30/ft.)	<i>Not Required</i>	<i>Not Required</i>	
	<b>County Rd Number</b>	<i>Not Required</i>	<i>Not Required</i>	

**Notes: Increase lot(s) – RTS ENVIRON. letter “NOT” required**  
**Decrease lot(s) – RTS ENVIRON. letter “IS” required**

## PRELIMINARY CHECK LIST

The following checklist is for the use of a Developer in ascertaining initial compliance with the Smith County Subdivision Rules and assisting the Commissioners Court in processing an application under the Rules. **This list does not supersede any portion of the Subdivision Regulation. Each applicant must comply with the Subdivision Regulation as amended.** This completed list should be presented with each preliminary plat. Each blank should be filled with a “yes” or “no” or “n/a” response.

- \_\_\_\_\_ One hard copy and an electronic copy emailed of preliminary plat submitted (must include existing topographic contours) ?
- \_\_\_\_\_ Copy of final plat submitted to 911 network (903-566-8911) for clearance?
- \_\_\_\_\_ Environmental Report submitted to RTS Environmental LLC  
3800 Paluxy Dr., Suite 230 Tyler, Texas 75703 (903-630-4234,  
[Smithcountyosf@yahoo.com](mailto:Smithcountyosf@yahoo.com)) for clearance?
- \_\_\_\_\_ Tax Certificates (from County Tax Assessor's Office) provided?
- \_\_\_\_\_ Any part of the proposed subdivision in an extraterritorial jurisdiction of a city?
- \_\_\_\_\_ Any lakes or ponds not contained within 1 lot or more than 10 surface acres?
- \_\_\_\_\_ Requesting any variances to the Smith County Subdivision Regulation? If so, attach justification.
- \_\_\_\_\_ Does any portion of this subdivision include 100 year floodplain (Zone A)? If so, complete a Flood Plain Development Permit Application (Appendix 6) for any construction or earthwork in the flood plain. Attach the appropriate FEMA FIRM map (you may need to load the FEMA map viewer), check this link: [http://map1.msc.fema.gov/idms/IntraList.cgi?displ=wsp/item\\_1662152.txt](http://map1.msc.fema.gov/idms/IntraList.cgi?displ=wsp/item_1662152.txt) and any required flood study.
- \_\_\_\_\_ Will county maintenance be sought for any dedicated right of way or easements?
- \_\_\_\_\_ If the right of way and/or easements are to privately maintained, would title to them be transferred to a corporation or other entity with the responsibility to maintain them?
- \_\_\_\_\_ Will a gate or other device to control access barricade the entrances to the subdivision?