



FINAL PLAT, AMENDING PLAT, REVISION OF A PLAT AND CANCELLATION OF A SUBDIVISION PLAT CHECKLIST

Please check the appropriate box below

- Final Plat
- Amending Plat
- Cancellation of a Subdivision
- Revision of a Plat

FINAL PLAT, AMENDING PLAT, REVISION OF A PLAT AND CANCELLATION OF A SUBDIVISION PLAT CHECKLIST

- 1) See [Section 4.03. Final Plat](#) of the Kaufman County Subdivision and Land Development Regulations for more information on the final plat process.
- 2) See [Section 4.04. Amending Plat](#) of the of the Kaufman County Subdivision and Land Development Regulations for more information on the amending plat process.
- 3) See [Section 4.05. Cancellation of a Subdivision](#) of the Kaufman County Subdivision and Land Development Regulations for more information on the cancellation of a subdivision plat process.
- 4) See [Section 4.06. Revision of a Plat](#) of the Kaufman County Subdivision and Land Development Regulations for more information on the revision of a plat process.
- 5) Kaufman County requires that public improvements be constructed prior to the final plat being approved by the Commissioners Court. The construction (**Section 6.05**), inspection (**Section 6.06**), and acceptance of public improvements (**Section 6.08**) are outlined in the Kaufman County Subdivision and Land Development Regulations. See the [Platting Process Flow Chart](#).
- 6) Construction plans and approval of a preliminary plat is not required if the applicant is not proposing to construct any public improvements. If the construction of public improvements is required, the applicant should refer to the Preliminary Plat and Construction Plan Checklists.
- 7) A pre-development meeting with County Staff is encouraged, but not required.
- 8) An electronic copy (Adobe PDF) of all required materials shall be submitted. Hard copies are optional. Electronic submittals can be saved on a CD/DVD or flash drive. Each file shall be labeled on the disc or drive as it appears on the checklist. Discs or drives must be clearly labeled with the project name on the outside of the media.
- 9) A copy of the plat application and the plat shall also be submitted by the Applicant to the County Surveyor Department.

Item	Applicant	Staff
Completed and Signed Site Development and Plat Application (Article 4.03.D.1.)	<input type="checkbox"/>	<input type="checkbox"/>
Application Fee	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of Approval from Owners of Existing Easements on the Property (Article 4.03.D.4.)	<input type="checkbox"/>	<input type="checkbox"/>
By checking this box you're acknowledging that either there are no existing Deed Restrictions, or the Deed Restriction Certificate has been completed and submitted with application.	<input type="checkbox"/>	<input type="checkbox"/>



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Tax Certificate from Kaufman County Tax Office indicating that County taxes are current (https://actweb.acttax.com/act_webdev/kaufman/index.jsp)	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of Approved and Finalized Deannexation (if applicable) (Article 4.03.D.5.)	<input type="checkbox"/>	<input type="checkbox"/>
Proof of Ownership (Article 4.03.C.)	<input type="checkbox"/>	<input type="checkbox"/>
By checking this box you're acknowledging that the property has been looked up on the Wetlands Mapper prepared by the U.S. Fish and Wildlife Services to confirm if any part of the property is potentially within National Wetlands. If the property does include areas of National Wetlands, then the proper design accommodations have been made and any necessary permits have been secured. (Wetlands Mapper can be accessed at https://www.fws.gov/program/national-wetlands-inventory/wetlands-mapper)	<input type="checkbox"/>	<input type="checkbox"/>
By checking this box you're confirming that the surveyor and/or engineer has verified that all rights-of-way and easements are accurate prior to submitting the plat.	<input type="checkbox"/>	<input type="checkbox"/>
Will Serve letter from the Water Provider	<input type="checkbox"/>	<input type="checkbox"/>
Will Serve letter from the Electric Provider	<input type="checkbox"/>	<input type="checkbox"/>
Will Serve Letter from Fire Marshal	<input type="checkbox"/>	<input type="checkbox"/>
If public infrastructure improvements have been constructed, include Final Construction Plans for reference. (Article 4.03.D.2.)	<input type="checkbox"/>	<input type="checkbox"/>
Plat Requirements		
Sheet size is 18"x24" (Article 4.03.F.1.)	<input type="checkbox"/>	<input type="checkbox"/>
Scale of 1" = 200' or larger (Article 4.03.F.1.)	<input type="checkbox"/>	<input type="checkbox"/>
Graphic scale of the drawing (Article 4.03.F.3.c.)	<input type="checkbox"/>	<input type="checkbox"/>
North arrow (Article 4.03.F.3.c.)	<input type="checkbox"/>	<input type="checkbox"/>
Legend, if symbols used	<input type="checkbox"/>	<input type="checkbox"/>
Vicinity map with north arrow showing the location of the proposed subdivision within the County and to the nearest incorporated areas. (Article 4.03.F.3.d.)	<input type="checkbox"/>	<input type="checkbox"/>
Plat Title Block Elements		
Name of proposed development (Article 4.03.F.3.i.)	<input type="checkbox"/>	<input type="checkbox"/>
Lot and block numbers, and the total number of lots	<input type="checkbox"/>	<input type="checkbox"/>
Survey name and abstract number	<input type="checkbox"/>	<input type="checkbox"/>
Date of preparation and date of any revisions (Article 4.03.F.3.b.)	<input type="checkbox"/>	<input type="checkbox"/>



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The name, address, and telephone number of the developer, surveyor and/or engineer. (Article 4.03.F.3.a.)	<input type="checkbox"/>	<input type="checkbox"/>
The name, location, width, and dimensions of all proposed and existing roads within the property. (Article 4.03.F.3.e.)	<input type="checkbox"/>	<input type="checkbox"/>
All streets shall conform to the Kaufman County Street Sections (refer to Section 5.03 of Kaufman County Subdivision regulations).	<input type="checkbox"/>	<input type="checkbox"/>
The number of all lots and blocks arranged in systematic order. (Article 4.03.F.3.f.)	<input type="checkbox"/>	<input type="checkbox"/>
The net size of each lot shall be indicated on the Plat in square feet and in acreage. (Article 4.03.F.3.g.)	<input type="checkbox"/>	<input type="checkbox"/>
The location of setback lines on each lot (building setbacks should meet the minimum standards noted in Section 5.06 of the Kaufman County Subdivision Regulations). (Article 4.03.F.3.h.)	<input type="checkbox"/>	<input type="checkbox"/>
The location of existing boundary lines with bearings and distances. (Article 4.03.F.3.j.)	<input type="checkbox"/>	<input type="checkbox"/>
The accurate location, material and approximate size of all monuments and benchmarks (Article 4.03.F.3.k.)	<input type="checkbox"/>	<input type="checkbox"/>
The description, location, width and dimensions of proposed and existing easements within and adjacent to the property. (Article 4.03.F.3.l.)	<input type="checkbox"/>	<input type="checkbox"/>
The accurate location of adjacent subdivision roads, blocks, lots, and platted easements. (Article 4.03.F.3.m.)	<input type="checkbox"/>	<input type="checkbox"/>
Where there are no adjacent subdivisions, the final plat shall show:		
The name of all adjacent property owners with property deed recording information (Article 4.03.F.3.m.)	<input type="checkbox"/>	<input type="checkbox"/>
The right-of-way width abutting the property (Article 4.03.F.3.m.)	<input type="checkbox"/>	<input type="checkbox"/>
The location and distance to adjoining subdivisions, and how the roads in the proposed subdivision may connect with those in the nearest subdivisions or other roads in the area (Article 4.03.F.3.m.)	<input type="checkbox"/>	<input type="checkbox"/>
The location of the 100-year floodplain. (Article 4.03.F.3.n.)	<input type="checkbox"/>	<input type="checkbox"/>
Subdivisions that are in a flood zone, as shown on the current Flood Insurance Rate Map (FIRM), must show the following on the Plat, if available: (Article 4.03.F.3.o.)		
Provide a floodplain note, "According to flood insurance rate map (FIRM) map no. XXXXX dated XXXXXXXX prepared by the Federal Emergency Management Agency (FEMA) for Kaufman County, Texas, this property is within zone A, AE, X."	<input type="checkbox"/>	<input type="checkbox"/>
Permanent type benchmarks shall be set in appropriate locations with the description and elevation shown on the Plat. The elevation of the benchmark shall be tied to a benchmark shown on the FIRM panel or sea level if not found.	<input type="checkbox"/>	<input type="checkbox"/>
The finished base flood elevation must be shown for each lot located in the base floodplain.	<input type="checkbox"/>	<input type="checkbox"/>
If the development is situated within a FEMA designated floodway a Floodplain Development Permit will be required.	<input type="checkbox"/>	<input type="checkbox"/>
A legal description of the property and locate the same with respect to an original corner of the original tract of which it is a part, and the number of acres being subdivided. (Article 4.03.F.3.p.)	<input type="checkbox"/>	<input type="checkbox"/>



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All blocks, corners and angles shall be marked in accordance with minimum standards set forth by the Texas Board of Professional Engineers and Land Surveyors (Article 4.03.F.3.p.)	<input type="checkbox"/>	<input type="checkbox"/>
All corners shall be marked with caps, unless existing irons (Article 4.03.F.3.p.)	<input type="checkbox"/>	<input type="checkbox"/>
A dedication, by the developer, of all streets, roadways, alleys, and utility easements intended for public use, and the developer’s certifications that all parties with any interest in the title to the subject property have joined in such dedication, duly executed, acknowledged and sworn to by said developer before a Notary Public. (Article 4.03.F.3.p.)	<input type="checkbox"/>	<input type="checkbox"/>
The seal and signature of the surveyor responsible for surveying the subdivision and/or the preparation of the Plat. (Article 4.03.F.3.q.)	<input type="checkbox"/>	<input type="checkbox"/>
A space for the signature of the County Judge and County Clerk. (Article 4.03.F.3.r.)	<input type="checkbox"/>	<input type="checkbox"/>
Final Plat Notes (Article 4.03.F.4.)		
Blocking the flow of water or construction improvements in drainage easements, and filling or obstruction of the Floodway is prohibited.	<input type="checkbox"/>	<input type="checkbox"/>
The existing creeks or drainage channels traversing along or across the addition will remain as open channels and will be maintained by the individual owners of the lot or lots that are traversed by or adjacent to the drainage courses along or across said lots.	<input type="checkbox"/>	<input type="checkbox"/>
County will not be responsible for the maintenance and operation of said drainage ways for the control of erosion.	<input type="checkbox"/>	<input type="checkbox"/>
County will not be responsible for any damage, personal injury or loss of life or property occasioned by flooding or flooding conditions.	<input type="checkbox"/>	<input type="checkbox"/>
County will not be responsible for the availability or delivery of any private well water in a subdivision.	<input type="checkbox"/>	<input type="checkbox"/>
All culverts within any right-of-way shall require County permit approval and meet minimum County standards.	<input type="checkbox"/>	<input type="checkbox"/>
No road, street, or public improvement dedicated by this Plat shall be maintained by Kaufman County in the absence of an express Order of the Commissioners Court, entered of record in the minutes of the Commissioners Court of Kaufman County, specifically identifying any such road, street, or public improvement and specifically accepting such for County maintenance.	<input type="checkbox"/>	<input type="checkbox"/>
Provide the following MTP Note: “The Kaufman County Thoroughfare Plan indicates that <u> (state the name of abutting roadway reflected on the MTP) </u> is a <u> (state the thoroughfare type as identified on the MTP) </u> arterial road.”	<input type="checkbox"/>	<input type="checkbox"/>
If no road classification exists on the Kaufman County Thoroughfare Plan, then the following note shall be used, “According to the Kaufman County Thoroughfare, there is no classification for <u> (name of road) </u> .”	<input type="checkbox"/>	<input type="checkbox"/>
Easements: Any public utility, including the county, shall have the right to remove and keep clear all or part of any building, fences, trees, overgrown shrubs or improvements that in any way endanger or interfere with the construction, maintenance, or efficiency of its respective systems on any of the easement or right-of-way shown on the plat (or filed by separate instrument that is associated with said property); and any public utility, including the county, shall have the right at all times an ingress and egress	<input type="checkbox"/>	<input type="checkbox"/>



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<p>to and from upon said easements for the purpose of construction, reconstruction, inspection, patrolling, maintaining and adding to or removing all or part of it its respective systems without the necessity at any time of procuring the permission of anyone. Easements shall be maintained by property owners. The county can remove trees or any other improvement(s) and does not have the responsibility to replace them.</p>		
<p>If the plat contains private streets and private emergency access easements: (Article 4.03.F.5.)</p>		
<p>The following statement shall be included on the face of the plat: All private streets (drives and roads) will be signed in a manner that indicates its private status: 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 save harmless Kaufman 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.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>The title block shall include the following wording before the name "Private Road Subdivision" to clearly indicate Private Streets are used.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If the subject property is not in the FEMA designated floodplain then the following note is not required. A property within or adjacent to a FEMA designated floodplain shall include the following statements on the face of the plat: (Article 4.03.F.6.)</p> <p>100-Year Floodplain Easement Restriction: Construction within the floodplain may not occur until approved by the County. (A request for construction within the floodplain easement must be accompanied with detailed engineering plans and studies indicating that no flooding will result, that no obstruction to the natural flow of water will result; and subject to all owners or the property affected by such construction becoming a party to the request.) Where construction is approved, all finished floor elevations shall be a minimum of two (2) feet above the 100-year base flood elevation as determined by analyzing the ultimate build-out conditions of the entire drainage basin.</p> <p>Existing creeks, lakes, reservoirs, or drainage channels traversing along or across portions of this addition, will remain as an open channel at all times and will be maintained by the individual owners of the lot or lots that are traversed by the drainage courses along or across said lots. The County will not be responsible for the maintenance and operation of said drainage ways or for the control of erosion. Each property owner shall keep the natural drainage channels traversing his/her property clean and free of debris, silt, or any substance that would result in unsanitary conditions. The County shall have the right of ingress and egress for the purpose of inspection and supervision of maintenance work by the property owner to alleviate any undesirable conditions, which may occur. The County is not obligated to maintain or assistance with maintenance of the area.</p> <p>The natural drainage channel, as in the case of all-natural drainage channels, are subject to stormwater overflow and natural bank erosion. The County shall not be liable for damages of any nature resulting from the occurrence of these natural phenomena, nor resulting from a failure of any structure(s) within the natural drainage channels. The natural drainage channel crossing each lot is shown by the Floodway easement line as shown on the plat. If a Subdivision alters the horizontal or vertical floodplain, a FEMA Floodway map revision may be required.</p>	<input type="checkbox"/>	<input type="checkbox"/>



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If the property will be served by septic tanks or On-Site Sewage Facilities (OSSF): (Article 4.03.F.7.)		
<p>The following statement shall be included on the face of the plat:</p> <p>All private on-site sewage facilities will be constructed and installed in accordance with TAC, Chapter 285 Rules and the Kaufman County OSSF Order. Per Texas Administrative Code (TAC), Chapter 285 Rules, planning materials must be submitted prior to approval of an On-Site Sewage Facilities (OSSF) Application. Planning materials as defined by TAC, Chapter 285 Rules include, but are not limited to, a comprehensive drainage plan and a topographic map. Any individual applying for an On-Site Sewage Facilities (OSSF) Permit shall be responsible for providing all required documentation per TAC, Chapter 285 Rules and the Kaufman County OSSF Order.</p>	<input type="checkbox"/>	<input type="checkbox"/>
Net acreage of useable open space for each lot(s) intended to be served by septic tanks or On-Site Sewage Facilities (OSSF) must be labeled and must be a minimum of one (1) acre. Useable open space does not include Right-of-Way, ponds, drainage easements, or utility easements.	<input type="checkbox"/>	<input type="checkbox"/>

Certification of Submitted Information

I hereby certify that the above stated information is included with the accompanying submission materials. Further, I have reviewed and met the standards contained in Section 4 (Platting Requirements) of the Kaufman County Subdivision and Land Development Regulations.

Applicant's Signature

Date

Verification of Detailed Information

I hereby confirm that the above detailed information as required by the checklist is complete and accurate to the best of my knowledge. I understand that proper County staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided by me or my firm may delay the proper review of this application.

Applicant's Engineer's Signature

Date

Firm