
SECTION 3 - PLAT SUBMITTAL PROCEDURES AND REQUIREMENTS

3.1 Preliminary Conference

- A. A preliminary conference with the Commissioner of the Precinct, where the proposed project is located, the County Engineer and the Drainage District Engineer is recommended prior to submitting a plat. The following information should be made available prior the meeting.
1. Preliminary plat.
 2. Preliminary construction plans (plan view only) with sufficient detail to convey the full intent of the proposed project including major drainage patterns, routing of major storm drains, sanitary sewers, other utilities, and adjacent thoroughfares and streets, and the effects of the proposed project on any existing facilities.

3.2 Submitting Requirements

- A. To comply with state statutes and/or ensure archival quality plat records the following items are required to file a plat:
1. Plat size is 24" x 36".
 2. All drawings, printing and signatures must be in permanent black ink camera positive.
 3. Ink may be on Mylar or bond paper with image on top.
 4. 3 mil or greater matte finish Mylar material or bond paper that does not exceed 24 lb.
 5. An engineering or surveying firm must prepare the plat. We will not accept architectural plans.
 6. The engineering or surveying firms' name and address and the engineer's or surveyor's signature and seal.
 7. Owner's printed name and notarized signature.
 8. Key Map reference.
 9. •Provide one (1) or more originals of each plat page. The clerk will retain one (1) original and return it to the filer within five business days after recording and scanning.
 10. Provide adequate space for the Clerk's certificate information including: "Filed in Plat No. _____ of the Plat Records of Fort Bend County, Texas". This must be preprinted on the plat:

I, LAURA RICHARD, COUNTY CLERK IN AND FOR FORT BEND COUNTY, HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT WITH ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORDATION IN MY OFFICE ON _____, 201__, AT _____ O'CLOCK ___M. IN PLAT NUMBER _____ OF FORT BEND COUNTY

11. Provide adequate space for the Clerk's recording labels which is 3 ½" by 4".

12. Municipal approved plats must include the following or similar wording: "All of the property subdivided in the foregoing plat is within the incorporated boundaries of the City of _____, Texas".
13. Current original tax certificates from all the property's taxing entities. A letter on letterhead from the person or company filing that lists all taxing entities and states it is a complete list. The signer must print their name and title under their signature.
14. Per Property Code 12.002(e) plats filed after September 1 of a year must be submitted with a current year tax receipt issued by each taxing unit with jurisdiction, or a statement indicating taxes have not been calculated. If tax certificate does not cover the preceding year, a tax receipt indicating the previous year's tax has been paid must be attached

Note: A plat will be rejected for filing if any of the above requirements are not met.

3.3 Digital Recorded Final Plat Submittal Guidelines

- A. Data shall be in either .DWG or .DXF format.
- B. Data Layer Information (please see the following page):

Engineering and design firms MUST have separate layers within their AutoCad or Microstation final plat files. Each layer must include the line, annotation, or polygon type specific only to that unique layer. Engineering firm level and symbol methodology must be applied or exported into the county data layer format, which is provided within this document. "Uncleaned" CAD files will not be accepted.
- C. All digital data shall be presented in true scale (1:1 ratio).
- D. All X and Y and Z coordinate data will be in Texas South Central Zone, State Plane, North American Datum 1983, and feet coordinates. (Refer to Section 4.17 for Vertical & Horizontal Control).
- E. The .dxf or .dwg plat file will be geo-rectified based upon either the benchmark point(s) or GPS points that have been utilized.
- F. Digital data will be provided to the Engineering Department submitted with final plat via CD, or e-mailed to the AutoCad specialist on the day, upon which mylars have been submitted for recordation to the Engineering Department or any particular government entity.
- G. All digital data files will be converted from surface to grid units for geo-rectification.

Layer Names and Definitions

The following graphical features will be organized in the following manner within the digital file:

	Layer Name	Description
1	CL	Centerlines of Roads/Streets
2	ROW	Right of Way
3	LOTLINE	Lot Lines / Reserves
4	BOUNDARY	Exterior Plat Boundaries; Subdivision Boundaries
5	BMARK	Bench Marks; (X,Y) Coordinates
6	TEXT	Lot Numbers / Block Numbers; Subdivision Names / Section Numbers ; Street Names
7	PVMNT_PROP	Pavement (Proposed)
8	PVMNT_EXI	Pavement (Existing)
9	CURVEDT	Curve Data
10	EASEMENT	Easements – Utility / Landscaping / Drainage
11	TBLOCK	Title Block / Vicinity Map / Legend / Scale/North Arrow/ Dedication Information / Notes
12	MATCHLN	Match Lines
13	BUILDNG	Building Lines / Building Footprint
14	TOPO	Topographic Lines
15	UTIL_PROP	Utilities (Proposed)
16	UTIL_EXI	Utilities (Existing)
17	DRAINAGE	Detention /Retention Ponds, Ditches
18	HYDRO	Creeks / Bayous / Rivers / Lakes / Ponds / Canals
19	CITYLIM	City Limits
20	ETJ	Extra Territorial Jurisdictions
21	COUNTYLN	Fort Bend County Line
22	STORM	Storm Lines / Inlets / Manholes
23	WATERLN	Water Lines /Hydrants / Valves /T’s
24	SANSEWER	Sanitary Sewer Lines/ Lift Stations/ Stacks
25	COMMUNICATION	Telephone/ Cable pedestals/ Lines/ Cable TV
26	GAS	Natural Gas Meters/ Gas Lines

3.4 Construction Documents

- A. Construction documents shall be submitted with the final plat. The plat will not be considered by Commissioners' Court until the construction documents have been approved by the County Engineer and the outfall drainage documents have been approved by the Drainage District Engineer. Two prints should be submitted for review and approval, one will be retained in the Engineering Department files and one will be returned.

3.5 Title Report

- A. A current title report, statement or opinion, title policy or certificate or letter from a title guaranty company authorized to do business in the State of Texas or an attorney licensed as such in the State of Texas shall be provided with the plat, certifying that a search of the appropriate records was performed covering the land proposed to be platted and providing the following information concerning the title to said land:
 - 1. The date of the examination of the records.
 - 2. A legal description of the property proposed to be subdivided including a metes and bounds description of the boundaries of said land.
 - 3. The name of the owner of record owning fee simple title as of the date of the examination of the records, together with the recording information of the instruments whereby such owner acquired fee simple title.
 - 4. The names of all lienholders together with the recording information and dates of the instruments by which such lienholder acquired their interest.
 - 5. A description of the type and boundaries of all easements and fee strips not owned by the subdivider of the property in question together with the recording information and date of the instruments whereby the owner of such easements or fee strips acquired their interest.
 - 6. A statement certifying that no delinquent ad valorem taxes are due on the property being platted.
 - 7. The title report must be an original and signed by an officer of the title company.
- B. A supplemental update letter may be submitted when date of the title report is in excess of the allowed 30 days.

3.6 Subdivision, Development or Street Names

- A. The proposed names of the subdivision, development or streets shall not be a duplicate of any other subdivision or development or street name respectively on record in Fort Bend County.
- B. Submit Plat Reviews to:
 - 1. For street names: (submit to)
FBC Engineering will review street names upon receipt of preliminary or final plat. A review letter will be e-mailed to the sender.
 - 2. For subdivision names: (submit to)
Fort Bend County Clerk
301 Jackson Street, Suite 101
Richmond, Texas 77469-3108

3.7 Private Easement Holder's Agreement

- A. The following items shall be submitted with any plat which contains a private easement or fee strip within its boundary.

1. A letter, statement or instrument from the holder of any privately owned easement or fee strip within the plat boundaries must be provided where such easements or fee strips are proposed to be crossed by streets (both public and private) or public utility or drainage easements, stating that the holder of such easement or fee strip approves such crossings of their private easement or fee strip for the purposes intended and depicted upon the plat. In those instances where an instrument of record is submitted in lieu of a letter of statement from the holder of any such private easement or fee strip, the County will make a determination as to whether the conditions contained in such instrument are sufficient to adequately provide or accommodate the crossings of such private easements or fee strips by the proposed streets (both public and private) or public utility or drainage easements depicted on the plat.

3.8 Tax Certificates

- A. An original certificate, for the current year, from each tax collector of each political subdivision in which the property is located shall accompany the plat, indicating that no delinquent ad valorem taxes are owned on the real property.
- B. Map Clearance Certificate issued by the Fort Bend County Tax Assessor/Collector's Office.
- C. Tax Research Department Review Form issued by the Fort Bend County Tax Assessor/Collector's Office.

3.9 Bond or Letter of Credit

- A. The Commissioners' Court will not approve any plat of any subdivision or re-subdivision unless such plat is accompanied by a bond, the amount of which shall be determined by the Commissioners' Court from time to time and shall be made payable to the County Judge. The bond will guarantee that the owner or owners will construct and maintain the roads, streets, driveway entrance structures, and all storm drainage and detention facilities in the subdivision in accordance with the specifications set out herein and in the Fort Bend County DRAINAGE CRITERIA MANUAL, and DESIGN STANDARDS AND DETAILS and as shown on the approved plat, construction plans and specifications and other County requirements. The form of the bond must be approved by the County's Attorney. Refer to (*Appendix M*) for the approved bond form.
- B. The Commissioners' Court of Fort Bend County may at its discretion, in lieu of the above bond, accept an irrevocable letter of credit from an acceptable Texas bank. The form of the letter of credit must be approved by the County's Attorney. Refer to (*Appendix N*) for the approved letter of credit form.
- C. A listing of all street names, locations and lengths should be provided at the time the Bond or Letter of Credit is submitted. Refer to (*Appendix L*) for the form of the street listing.
- D. At the time of this order, the bond requirements for roads and streets are as follows:
 1. For gravel open ditch sections -

2. For asphalt open ditch sections -
\$25.00/lineal foot of roadway
3. For curb and gutter sections -
\$50.00/lineal foot of roadway
4. For boulevard sections (major thoroughfares) -
\$70.00/lineal foot of roadway
5. For each bridge of two lane width -
\$140.00/lineal foot of roadway
5. For each bridge of two lane width -
\$1500.00/lineal foot of roadway
- E. After road construction has been certified complete by the development engineer using (*Appendix I*), Engineer's Construction Compliance Statement, and accepted by the County Engineer, the bond or letter of credit requirements may be reduced as follows:
 1. Gravel open ditch sections - \$12.50/lineal foot of roadway.
 2. For asphalt open ditch sections - \$25.00/lineal foot of roadway.
 3. For curb and gutter sections - \$35.00/lineal foot of roadway.
 4. For boulevard sections (major thoroughfares) - \$70.00/lineal foot of roadway.
 5. For each bridge of two lane width - \$750.00/lineal foot of roadway.
 6. For street lights and sidewalks (see City requirements if in E.T.J.).
- F. The bond or letter of credit shall remain in full force and effect until all roads, streets, driveway entrance structures, and all storm drainage and detention facilities in the subdivision have been completed and accepted by the County. Refer to (*Section 6*) for the policies and procedures for road acceptance.

3.10 Departmental Reviews

- A. Applicant is to submit review plats and required information to the Tax Assessor/Collector, County Clerk and Drainage District Engineer. The County Engineer will send the bond or letter of credit to the County Attorney for review.

3.11 Subdivisions within the Extraterritorial Jurisdiction of a City

- A. For properties located within the extraterritorial jurisdiction (ETJ) of an incorporated city or town and subject to the jurisdiction of the Planning Commission of the city or town, the subdivision design criteria and layout requirements as established by the applicable Commission will apply.
 1. Refer to (*Appendix P*) for applicable Supplemental Regulations of Subdivisions, for properties located within the extraterritorial jurisdiction of an incorporated city or town.
 2. Preliminary plat and preliminary drawing are to be submitted to the Fort Bend County Engineers office and the Fort Bend County Drainage District for review and recommendations to conform to the applicable Fort Bend County regulations.
 3. The final plat and construction documents must be submitted to the Fort Bend County offices of County Clerk, Tax Assessor/Collector, Drainage District and County Engineer for review and approval.

4. The final plat and construction documents submitted must be accompanied by the Certificate of Approval from the applicable city or town.
5. The original mylars of the plat shall be transmitted directly from the City to the County Engineer by either City personnel or County personnel.
6. The County Bonds requirement are given in (*Section 3, 3.9.*).
7. Refer to the applicable City regulations for additional bond requirements.
8. If revisions are required after the City approval, the revisions are to be made only with the written authorization of the City and must be made in the presence of the County Engineer.
9. After the required approvals, the Final Plat will be considered by the Commissioners' Court and one of the following actions taken:
 - a. Approve
 - b. Defer action until the next regular scheduled meeting
 - c. Disapprove
10. No revisions to the plat will be allowed after approval of the plat by Commissioners' Court.
11. Upon approval of the plat by Commissioners' Court the original mylars will be transmitted directly to the office of the County Clerk by County personnel. The County Clerk will inform the owner of the required recording fee. The plat will be recorded by the County Clerk upon receipt of the required fee. Mylars will be scanned and returned after recording.

3.12 Amending Plat within Extraterritorial Jurisdiction of a Town or City

Authority for these regulations is given in V.T.C.A., Local Government Code § 212.016.

- A. This section is applicable only if the applicable city regulations allows an amending plat and the amended plat is approved by the city.
 1. The municipal authority responsible for approving plats may approve and issue an amending plat, which may be recorded and is controlling over the preceding plat without vacation of that plat, if the amending plat is signed by the applicants only and is solely for one or more of the following purposes:
 - a. to correct an error in a course or distance shown on the preceding plat;
 - b. to add a course or distance that was omitted on the preceding plat;
 - c. to correct an error in a real property description shown on the preceding plat;
 - d. to indicate monuments set after the death, disability, or retirement from practice of the engineer or surveyor responsible for setting monuments;
 - e. to show the location or character of a monument that has been changed in location or character or that is shown incorrectly as to location or character on the preceding plat.
 - f. to correct any other type of scrivener or clerical error or omission previously approved by the municipal authority responsible for approving plats, including lot numbers, acreage, street names, and identification of adjacent recorded plats;

- g. to correct an error in courses and distances of lot lines between two adjacent lots if:
 - (1) both lot owners join in the application for amending the plat;
 - (2) neither lot is abolished;
 - (3) the amendment does not attempt to remove recorded covenants or restrictions; and
 - (4) the amendment does not have a material adverse effect on the property rights of the other owners in the plat;
 - h. to relocate a lot line to eliminate an inadvertent encroachment of a building or other improvement on a lot line or easement;
 - i. to relocate one or more lot lines between one or more adjacent lots if:
 - (1) the owners of all those lots join in the application for amending the plat;
 - (2) the amendment does not attempt to remove covenants or restrictions; and
 - (3) the amendment does not increase the number of lots; or
 - j. to make necessary changes to the preceding plat to create six or fewer lots in the subdivision or a part of the subdivision covered by the preceding plat if:
 - (1) the changes do not affect applicable zoning and other regulations of the municipality;
 - (2) the changes do not attempt to amend or remove any covenants or restrictions; and
 - (3) the area covered by the changes is located in an area that the municipal planning commission or other appropriate governing body of the municipality has approval and issuance of an amending plat.
- B. An amended plat must be submitted for review and approval of the County Engineer and Commissioners' Court prior to recording with the County Clerk.

3.13 Replat within Extraterritorial Jurisdiction of a Town or City

Authority for these regulations is given in V.T.C.A., Local Government Code § 212.014, Section § 212.0145, and Section § 212.015.

- A. This section is applicable only if the applicable city regulations allows a replat and the replat is approved by the city. A replat of a subdivision or part of a subdivision may be recorded and is controlling over the preceding plat without vacation of that plat if the replat:
 - 1. is signed and acknowledged by only the owners of the property being replatted;
 - 2. is approved, after a public hearing on the matter at which parties in interest and citizens have an opportunity to be heard, by the municipal authority responsible for approving plats;
 - 3. does not attempt to amend or remove covenants or restriction.

3.14 Revision of Plat - Subdivision located outside the Municipalities and Extraterritorial Jurisdiction of Municipalities

Authority for these regulations is given in V.T.C.A., Local Government Code § 232.009.

- A. A person who has subdivided land that is subject to the subdivision controls of the County in which the land is located may apply in writing to the commissioners court of the County for permission to revise the subdivision plat filed for record with the County Clerk.
- B. After the application is filed with the Commissioners Court, the court shall publish a notice of the application in a newspaper of general circulation in the county. The notice must include a statement of the time and place at which the court will meet to consider the application and to hear protests to the revision of the plat. The notice must be published at least three times during the period that begins on the 30th day and ends on the seventh day before the date of the meeting. Except as provided by *Subsection (f)*, if all or part of the subdivided tract has been sold to non-developer owners, the court shall also give notice to each of those owners by certified or registered mail, return receipt requested, at the owner's address in the subdivided tract.
 - 1. The public hearing notice will be placed in the newspaper by the Fort Bend County Clerk's Office.
 - 2. A certified letter shall be sent to all adjoining landowners (within 200 feet of the previously platted section), by the County Clerk's Office. The engineering firm certifying the replat, shall provide a complete listing of the adjoining landowners and their respective addresses to the County Clerk.
- C. During a regular term of the commissioners court, the court shall adopt an order to permit the revision of the subdivision plat if it is shown to the court that:
 - 1. the revision will not interfere with the established rights of any owner of a part of the subdivided land; or
 - 2. each owner whose rights may be interfered with has agreed to the revision.
- D. If the Commissioners Court permits a person to revise a subdivision plat, the person may make the revision by filing for record with the county clerk a revised plat or part of a plat that indicates the changes made to the original plat.
- E. The Commissioners Court is not required to give notice by mail under *Subsection (c)* if the plat revision only combines existing tracts.

3.15 Subdivisions outside the Extraterritorial Jurisdiction of a City

- A. For properties located outside of the extraterritorial jurisdiction (ETJ) of an incorporated city or town and not subject to the jurisdiction the Planning Commission of the city or town.
 - 1. Preliminary plat and preliminary construction documents are to be submitted to the Fort Bend County Engineers office and the Fort Bend

- County Drainage District for review and recommendations to conform to the applicable Fort Bend County regulations.
2. The final plat and construction documents must be submitted to the Fort Bend County offices of County Clerk, Tax Assessor/Collector, Drainage District and County Engineer for review and approval.
 3. Bonds must be in the county name.
 4. After the required approvals, the final plat will be considered by the Commissioners' Court and one of the following actions taken:
 - a. Approve
 - b. Defer action until the next regular scheduled meeting
 - c. Disapprove
 5. No revisions to the plat will be allowed after approval of the plat by Commissioners' Court.
 6. Upon approval of the plat by Commissioners' Court the original mylars will be transmitted directly to the office of the County Clerk by County personnel. The County Clerk will inform the owner of the required recording fee. The plat will be recorded by the County Clerk upon receipt of the required fee. Mylars will be scanned and returned after recording.
 7. Revision of Plat
This section applies only to real property located outside municipalities and the extraterritorial jurisdiction of municipalities.
 - a. A person who has subdivided land that is subject to the subdivision controls of the county in which the land is located may apply in writing to the Commissioners' Court of the County for permission to revise the subdivision plat filed for record with the County Clerk.
 - b. After the application is filed with the Commissioners' Court, the court shall publish a notice of the application in a newspaper of general circulation in the County. The notice must include a statement of the time and place at which the court will meet to consider the application and to hear protests to the revision of the plat. The notice must be published at least three times during the period that begins on the 20th day and ends on the seventh day before the date of the meeting. If all or part of the subdivided tract has been sold to non-developer owners, the court shall also give notice to each of those owners by certified or registered mail, return receipt requested, at the owner's address in the subdivided tract.
 - c. During a scheduled meeting of Commissioners' Court, the Court may adopt an order to permit the revision of the subdivision plat if it is shown to the Court that:
 - (1) the revision will not interfere with the established rights of any owner of a part of the subdivided land; or
 - (2) each owner whose rights may be interfered with has agreed to the revision.
 - d. If the Commissioners' Court permits a person to revise a subdivision plat, the person may make the revision by filing for record with the county clerk a revised plat or part of a plat that indicates the changes made to the original plat.

3.16 Engineer Certification

- A. A Professional Engineer, registered in the State of Texas, is required to seal, sign and date each sheet of the drawings in accordance with the rules set forth by the Texas State Board of Registration for Professional Engineers.
- B. The Certification Statement shown in (*Appendix Q*) shall be placed on the cover sheet.

3.17 Transmittal Letters

- A. All submissions made to the County Engineers office must be accompanied by a transmittal letter (Subdivision Plat Application Form), giving the purpose of the submissions such as for information only, preliminary or final review, the name and location of the project, and the controlling jurisdiction such as City, City ETJ, or County. A listing of all enclosed documents or drawings must be included. The Subdivision Plat Application Form is shown in (*Appendix U*).

END OF SECTION THREE