



Brazoria County Preliminary Plat Checklist

RECEIVED:

In order for this request to be reviewed, the Preliminary Plat Checklist must be filled out in its entirety and be submitted to the Brazoria County Engineers Office at 451 N. Velasco, Ste. 230 Angleton, Texas 77515 or emailed to engineer-development@brazoriacountytx.gov. For questions concerning this checklist please contact the Engineering Department at 979-864-1265.

Applicant must review the Brazoria County Subdivision Regulations Adopted August 22, 2023 by Commissioners Court Order No. 8.O.5 and effective on August 28, 2023

*This Application will **expire after 6 months** due to applicant inactivity, after which you must submit a new Application, new development fees, and new exhibits for any land reconfiguration.*

Section I – Applicant Information:

Name: _____ Phone: _____

E-mail Address: _____

Section II – Developer/Owner Information:

Name: _____ Phone: _____

E-mail Address: _____

Proposed Subdivision Name: _____

Purpose:

Multi-Family Commercial Industrial School

Subdivision

Rural Lots (1/2 Acre or greater)

Urban Lots (Less than 1/2 Acre)

Property Information/Location:

Brazoria County never was within ETJ

Extraterritorial Jurisdiction (ETJ)

Released from ETJ (See Section II)

Acreage: _____ Property ID#: _____ Tax Account #: _____

Number of Lots: _____

Lot Size(s): _____

Number of Blocks: _____

Number of Reserves: _____

Creating Municipal Utility District (MUD): Yes No

Existing Municipal Utility District (MUD): Yes No If yes, Name of Utility District_____

Section II - Additional Information for Properties Recently Released from ETJ:

Date Petition was submitted to City: _____

Date City Staff Acknowledged Complete Petition was Submitted: _____

Description of Action/No Action Taken by the City:

Required Submittal Documents:

- Completed Petition
- Acknowledgement from City of Petition Submittal
- Official Agendas/Minute Meetings/Resolutions from City Council meetings showing Action.

Public Information for Plats

To determine the process that you will need to follow, please reference the section number listed next to your selected option under the “*Purpose*” section on page one of the checklist. You will be contacted once your completed checklist has been received by our Development Team.

Section III – Items Required for Preliminary Plat Submittal

- Complete Checklist
- One (1) paper copy of the Preliminary Plat
- One (1) PDF/Digital Copy of the Preliminary Plat
- One (1) PDF/Digital Copy of the Certificate of Ownership
- Approval from the City if opting out of the ETJ (if applicable); Information in Section II must be provided.
- Development Fee with worksheet
- Preliminary Plat Content
 - Title Block indicating the name of the subdivision, total acreage, legal description, number of lots, blocks, and reserves.
 - Name, address, phone number of the property owner, principal officer, owner entity or subdivider indicated.
 - Name, address, phone number of the Engineer (P.E.) and Registered Professional Land Surveyor (R.P.L.S.) responsible for the survey and the design indicated.
 - Date of preparation.
 - Legend
 - Building setback lines
 - North Arrow
 - The scale shall be shown both numerically and graphically. The minimum scale is one (1) inch equals one hundred (100) feet.
 - Contours with intervals of one (1) foot less, when the general grade is less than three (3) percent, and at interval of five (5) feet or less when the general grade exceeds three (3) percent.
 - Vicinity map in the upper right-hand corner of the plat indicating the general location of the subdivision. Suggested scale is one (1) inch equals 2,000 feet.
 - Plat shall be drawn with heavy lines to indicate the subdivision area and shall show overall survey dimensions and bearings. Lines outside the plat boundary should be drawn as dashed lines.
 - The adjacent area outside the plat boundaries within 200 feet thereof shall be identified to indicate the name of adjacent subdivisions, acreage, existing streets, alleys, easements, pipelines or other restricted uses.
 - The proposed plan of subdivision shall be indicated, showing streets, blocks, lots, alleys, and reserves with principal dimensions.
 - Proposed street names
 - Lot lines, block numbers, and lot numbers must be shown. No dimensions are required.
 - Standard notes provided.

If you have questions concerning the processes outlined in this checklist; feel free to contact the Brazoria County Engineering Department by phone at (979) 864-1265 or by e-mail at engineer-development@brazoriacountytx.gov.