



**PROCEDURE FOR A FINAL PLAT  
IN HOOD COUNTY, TEXAS  
(When a Preliminary is not required)**

*Procedures for Platting:*

1. **COMPLETE APPLICATION REQUIRED:** Complete application is required before submittal and acceptance by the Development office. An application must contain all the materials of this procedure to be deemed complete.
2. **FEE SCHEDULE:** A base fee of **\$300.00 + \$10.00 per lot** is the required fee to be paid to the County. All amounts are due upon presentation of the application.
3. **SURVEY OF PROPERTY:** A Survey must be submitted indicating the new property lines requested in the plat. The plat application shall be accompanied by seven (7) 18" x 24" copies of the plat or replat and be submitted to the Development office. When more than one sheet is required for a plat, a key map showing the entire subdivision to a smaller scale shall be included. The following information shall be included on the plat:
  - A. The proposed name of the subdivision along with survey and abstract numbers.
  - B. A description of the subdivision by metes and bounds and location of same with respect to an original corner of the original survey of which it is a part.
  - C. The boundary lines and total acreage of the original tract and that of the proposed subdivision.
  - D. Owner's certification. (Notarized on mylar)
  - E. Note concerning the property's location with respect to municipal extraterritorial jurisdiction (ETJ).
  - F. Name, address and telephone number of developer, surveyor and/or engineer.
  - G. Certificate of Surveyor, licensed by the State of Texas. (Notarized on mylar)
  - H. Certificate of approval by the Hood County Commissioners' Court with a signature line for the County Judge shall be shown on the plat.
  - I. Location or vicinity map showing the location of the proposed subdivision in relation to major roads, towns and/or topographical features.
  - J. North arrow, date plat was prepared and scale (not to exceed 1 inch to 200 feet).

- K. Names, locations, widths and dimensions of all proposed and existing streets within and adjacent to subdivision.
  - L. Reference shall be made to all recorded subdivision plats or platted property abutting proposed subdivision showing the name along with the deed record volume and page.
  - M. All survey monuments shall be shown on plat.
  - N. Flood easement contour lines of BRA must be shown on all plats where the subdivision or any part thereof has a floodplain easement from the BRA. Limits of the 100 year flood zone as shown on the flood insurance rate maps (FIRM) for Hood County shall be shown on plat. The plat shall have a Flood Statement According To The F.E.M.A. Flood Insurance Rate Map.
  - O. Show location of all public water wells, with 150 foot radius sanitary easement.
  - P. The description, location, width and dimensions of existing and proposed easements within and adjacent to the property shall be shown on plat. Utility easements of not less than ten feet (15') shall be provided along the front of each lot or street frontage. A utility easement of five feet (5') on each side of the side lot lines shall also be provided. A twenty-five feet (25') Building Setback Line shall be shown for lots fronting a Local road. (Class AA/A, 50' \_\_ Class B, 40' \_\_ Class C/D, 30').
4. **9-1-1 ADDRESSING:** The person(s) requesting the plat must notify the 9-1-1 Addressing coordinator (after the plat is approved by the Commissioners' Court) to obtain an address for all newly created lots for emergency services. **Their telephone number is 817-579-3286.**
5. **PROCEDURES AFTER PLAT APPROVAL:** After Commissioners' Court approves the plat. Applicant shall complete the following steps:
- A. Property owner or his/her representative must go to the Hood County Appraisal District and pick up a current tax certificate, indicating that there are no outstanding taxes due on the property.
  - B. Two copies of the plat mylars and the current tax certificate are to be taken to the County Clerk's Office, located at 201 West Bridge Street. A filing fee is required.
  - C. After receiving the fee, the Clerk will forward the plat mylars to the County Judge for signing.
  - D. After the plat mylars are signed by the County Judge, they will be returned to the County Clerk for official filing in the real records of the County.
  - E. Once filed, the plat mylars are available for pick-up.

APPENDIX 1

SUBDIVISION APPLICATION  
HOOD COUNTY, TEXAS

**Item(s) Submitted:** Preliminary Plat \_\_\_\_\_ Replat/Plat Revision \_\_\_\_\_  
Final Plat \_\_\_\_\_ Cancellation of Plat \_\_\_\_\_

For the Hood County Commissioners' Court Meeting on (date): \_\_\_\_\_

Project Name (used on Concept Plan): \_\_\_\_\_

Date of Concept Plan Approval (by Commissioners' Court): \_\_\_\_\_

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Name of Plat Subdivision/Addition: \_\_\_\_\_

Applicant/Owner's Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_

Telephone No.:(\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Physical Location of Property: \_\_\_\_\_

Current Legal Description of Property: \_\_\_\_\_  
(Abstract/Survey No. or Previous Platted Name)

Acreage (to nearest tenth of an acre): \_\_\_\_\_ Number of Lots: \_\_\_\_\_

Engineer/Surveyor's Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City : \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_

Telephone No.: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**\*Note:**

The submission of plans/drawings with this application makes such items public record, and the applicant understands that they may be viewed by the general public. Unless the Applicant expressly states otherwise in writing, submission of this application (with associated plans/drawings) will be considered consent by the applicant that the general public may reproduce (i.e., copy) such documents.

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(For County Use Only)

Application Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_

Fees Paid (amount): \$ \_\_\_\_\_ Check # \_\_\_\_\_ County Receipt # \_\_\_\_\_

Scheduled for Commissioners' Court Meeting on (date): \_\_\_\_\_

For the Hood County Subdivision and Development Regulations, visit [www.co.hood.tx.us](http://www.co.hood.tx.us) and click on Development/Compliance.