



Andrews County, Texas
 Andrews County Judge
 201 N Main St, RM 104
 Andrews, TX 79714
 Phone: (432) 524-1401
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 Email: rdolgener@co.andrews.tx.us

Subdivision Review Checklist

Project: _____ **Date:** _____

Contact List		
County Engineer	Kleinman Consultants 1207 NW 16 th St Andrews, TX 79714	Phone: (432) 664-9953 Fax: (432) 614-6712 Cell: (432) 664-9057 Email: ramon@kleinmanconsultants.us
911 Address Coordinator	Michael K. Cook 201 N Main RM 113 Andrews, TX 79714	Phone: (432) 523-5545 Fax: (432) 523-5954 Email: mcook@co.andrews.tx.us
County Clerk	Kenda Heckler 215 NW 1st St Andrews, TX 79714	Phone: (432) 524-1426 Email: kheckler@co.andrews.tx.us

Prelim Plat Final Plat Replat

Application & Plat Review Fees			Regulation*	
			It is recommended that a sketch plan showing the proposed subdivision and general location be submitted to the Engineer and County Judge before Preliminary Plat application is submitted.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A plat application and plat review fees are required at the time of the initial plat submittal.	Article 2.E.1.b (ACSR)
<input type="checkbox"/>			If applicable, the required preliminary plat review fee is calculated as follows: Without a designated floodplain: \$500 + _____ lots x \$10/lot = \$ _____ For designated floodplain: \$1000 + _____ lots x \$10/lot = \$ _____	Appendix B (ACSR)
	<input type="checkbox"/>		The required final plat review fee is \$100.	Appendix B (ACSR)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Checks shall be made payable to "Andrews County".	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To claim any exemption from platting as listed in Article 4.F, the person who claims exclusion to platting shall provide an Affidavit for Exemption, along with a copy of the deeds or other instruments creating the daughter tracts referenced by this Affidavit.	Article 1, 9 (ACSR)

General Requirements			Regulation*	
<input type="checkbox"/>		<input type="checkbox"/>	If the subdivision will contain on-site private well and/or an OSSF, a subdivision application shall be filed simultaneously with the ACHD.	Article 4, C.2.c Article 4, D (ACSR)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submit a digital file (AutoCAD .dwg & Adobe .pdf format) of the plat.	Article 2, E.1.g (ACSR)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	North Arrow, Scale bar, Date and/or revision date	Article 2, Preliminary Plat, C.(16) (ACSR)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name of the proposed Subdivision or development. If this is a replat, be sure to include the former plat name, section, block, and lot number(s).	Article 2, E.1.a.v Article 2, Preliminary Plat, C.(10) (ACSR)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location map	Article 2, Preliminary Plat, C.(3) (ACSR)
<input type="checkbox"/>			Vicinity map	Article 2, Preliminary Plat, C.(4) (ACSR)
	<input type="checkbox"/>		Final plats must match the applicable area of the approved preliminary plat and shall be prepared using the approved, non-expired, preliminary plat as its template.	Article 2, Preliminary Plat, M (ACSR)
<input type="checkbox"/>			The overall preliminary plat must be shown on a single sheet. Additional sheets shall be submitted as necessary to show detail. All sheets shall be numbered.	Not yet a part of the ACSR, but now being enforced for all new plats with fees.
<input type="checkbox"/>			Show existing topographic contours at 2' intervals.	Article 2, E.1.a.i (ACSR)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show all existing and proposed easements and any easements of record that have a dedicated route.	Article 2, E.1.a.iii (ACSR)
<input type="checkbox"/>			Show any proposed detention basins .	Article 2, E.1.a.iii (ACSR)
<input type="checkbox"/>			Show the location and size of all existing and proposed subsurface and surface water drainage facilities , including water bodies on or immediately adjacent to the subject property.	Article 2, Preliminary Plat, C.(17) (ACSR)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show all adjacent property owners' names, addresses, and deed record, <u>or</u> subdivision name with block and lot number.	Article 2, E.1.a.v (ACSR)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	County boundaries, city limits, ETJ boundaries, and subdivision section and/or phase boundaries.	Article 2, E.1.a.vii (ACSR)
	<input type="checkbox"/>		Streets and drainage construction must be completed before offering a final plat for approval. This applies to BOTH private AND public streets. Provide a letter of certification by a Registered Professional Engineer under his or her professional seal that all engineering for roads and drainage within the subdivision have been completed in compliance with these Regulations and with all generally accepted Engineering standards. <u>OR</u> If it is desired to have the final plat approved and/or recorded <i>prior</i> to completion of all roadway and drainage construction, fiscal (performance bond, cash or letter of credit (2-year, automatic renewal) will need to be posted in the amount of the remaining construction cost of road and drainage by meeting the security requirements of Andrews County Subdivision Regulations.	§232.003 (7) (LGC) Article 5 (ACSR); Article 2, 13, pg. 18 (ACSR)
<input type="checkbox"/>			If this subdivision will be built in phases, indicate the <i>anticipated</i> phase/section boundaries.	

Replat	Final Plat	Replat		Reference*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If this plat is located in an area addressed by the county, provide the Andrews County 911 Addressing Coordinator with an electronic copy of the plat for road name verification and/or address assignment.	Article 2, E.1.g Article 2, Preliminary Plat, C.(8) (ACSR)
	<input type="checkbox"/>	<input type="checkbox"/>	The original plat to be filed with the County Clerk shall be 18"x24", NO LARGER OR SMALLER. The plat shall have a minimum letter size of 0.20 centimeter (0.08 inch). The density of inking shall be sufficient to insure legible reproduction of the entire plat. Top of plat shall have a minimum 3/4" margin. Plat shall have a 3"x4" filing block in the bottom right corner.	Article 2, E.2 (ACSR) Not yet a part of the ACSR, but now being enforced for all new plats with fees.
			Lots/Layout	Regulation*
<input type="checkbox"/>		<input type="checkbox"/>	A minimum lot size of 1 acre is required if the lot will utilize a private well or an OSSF.	Article 4, C.2.c. (ACSR)
	<input type="checkbox"/>	<input type="checkbox"/>	Show any OSSF setback as required by ACHD.	Article 3, Division 2, C.5.(a) (ACSR)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All parcels within the boundary of the subdivision shall have a block and lot number shown.	Article 2, E.1.a.v. (ACSR)
<input type="checkbox"/>			Show all existing property lines and proposed lot lines with approximate dimensions.	Article 2, Preliminary Plat, C.(13) (ACSR)
	<input type="checkbox"/>	<input type="checkbox"/>	Show all proposed lot lines with bearings and distance.	Article 2, Preliminary Plat, C.(13) (ACSR)
			Plat Notes / Requirements	Regulation*
	<input type="checkbox"/>	<input type="checkbox"/>	Owner's and any lien holder's dedication.	
	<input type="checkbox"/>	<input type="checkbox"/>	Add the following plat note, or include a statement in the Owner's dedication, stating all public dedication shall be accomplished free of liens. Release of liens shall be provided to the Commissioner's Court. (Note: This note is not needed if there is no public right-of-way being dedicated.): ALL PUBLIC ROADWAYS, ALLEYS AND EASEMENTS AS SHOWN ON THIS PLAT ARE FREE OF LIENS	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Perimeter metes and bounds description of the property to be subdivided certified by a Registered Professional Land Surveyor shall be shown on the final plat, beginning point and reciting bearings and distances to a corner of the <u>original land grant survey</u> . (Note: This includes replats, as they are still a recorded plat).	Article 2, Preliminary Plat, C.(11) (ACSR)
	FYI	FYI	All monumentation must be set in the field before the plat is recorded.	§232.003 (9) (LGC)
	<input type="checkbox"/>	<input type="checkbox"/>	On all plats, include the x, y coordinates (Texas NAD 83 State Plane North Central Zone) in two different corners of the subdivision.	Not yet a part of the ACSR, but now being enforced for all new plats with fees.
	<input type="checkbox"/>	<input type="checkbox"/>	If this plat is located in an area where Andrews County Commissioner's Court will approve the plat, include a signature block for Commissioner's Court approval.	
	<input type="checkbox"/>	<input type="checkbox"/>	On all plats, include a signature block for County Clerk's certification.	
<input type="checkbox"/>		<input type="checkbox"/>	If the plat is located in an area addressed by the county, add a signature block for the Andrews County 911 Addressing Coordinator .	Not yet a part of the ACSR, but now being enforced for all new plats with fees.
	<input type="checkbox"/>	<input type="checkbox"/>	A letter of serviceability from an entity or entities providing water service.	§232.003 (6) (LGC); Article 3, Division 2, B.1.(a) (ACSR)

Replat	Final Plat	Replat		Reference*
	<input type="checkbox"/>	<input type="checkbox"/>	If water service is to be by private wells, include a plat note that says all lots will be served by private, on-site wells. Within each lot, show the location of the water well construction location restrictions.	Not yet a part of the ACSR, but now being enforced for all new plats with fees.
FYI	FYI	FYI	A person may not file for record or have recorded in the county clerk's office a plat or replat of a subdivision of real property unless the plat or replat has attached to it an original tax certificate from each taxing unit with jurisdiction of the real property indicating that no delinquent ad valorem taxes are owed on the real property. The person must also execute an affidavit that the property described in the plat is within the tract described in the certificates.	Article 2, E.1.c (ACSR)
		<input type="checkbox"/>	For replats, add the following note to the plat: THIS REPLAT IS SUBJECT TO ALL APPLICABLE RECORDED EASEMENTS AND RESTRICTIONS AND AS SET FORTH IN THE ORIGINAL PLAT OF <i><name of plat></i> , AS RECORDED IN DOCUMENT <i><document number></i> IN THE OFFICIAL PUBLIC RECORDS OF ANDREWS COUNTY.	
	<input type="checkbox"/>	<input type="checkbox"/>	If this plat is located in the Andrews ETJ, and especially if it's located within the Andrews water or wastewater district, add a signature block for plat approval by the City of Andrews, as follows: THE CITY OF ANDREWS, TEXAS ACKNOWLEDGES RECEIPT OF THIS PLAT FOR REVIEW AND/OR APPROVAL IN CONJUNCTION WITH PLANNING PURPOSES AND PAYMENT OF APPLICABLE FEES FOR THE PROVISION OF WATER AND/OR WASTEWATER SERVICES. _____ < NAME > DATE CITY OF ANDREWS, TEXAS	Article 2, H (ACSR)
			Right-of-Way	Regulation*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show and dimension survey ties across all existing right-of-way located adjacent to the boundary of the subdivision.	Article 2, E.1.a.ii (ACSR)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show the right-of-way width for all proposed roads within and all existing roads abutting the plat.	Article 2, E.1.a.ii; Article 2, Preliminary Plat, C.(19) (ACSR)
<input type="checkbox"/>			Arterial roads shall have a minimum right-of-way width of 100 feet or as determined by County Engineer and Commissioner's Court.	Summary of Andrews County Road Standards Table
	<input type="checkbox"/>		If landscaping, lighting, fencing, irrigation, etc.is proposed within the right-of-way of any public street, the Owner shall create a mandatory homeowners association with assessment authority that shall be responsible for the maintenance of these features. A license agreement shall be executed between the County and the organization must be in place <u>before final plat approval</u> . Add the following plat note: THE OWNER SHALL CREATE A MANDATORY HOMEOWNERS ASSOCIATION THAT SHALL BE RESPONSIBLE FOR THE MAINTENANCE AND LIABILITY OF ANY LANDSCAPING, IRRIGATION, SIDEWALKS, ILLUMINATION, SUBDIVISION IDENTIFICATION SIGNS, WATER QUALITY FEATURES, ETC. PLACED WITHIN THE ANDREWS COUNTY RIGHT-OF-WAY. THIS HOMEOWNERS ASSOCIATION SHALL HAVE ASSESSMENT AUTHORITY TO INSURE THE PROPER FUNDING FOR MAINTENANCE.	Article 2, J.(c) (ACSR)

Replat	Final Plat	Replat		Reference*
<input type="checkbox"/>			Alleys shall have a minimum right-of-way width of 20 feet .	Article 4, B.4.d. (ACSR)
<input type="checkbox"/>			Collector roads shall have a minimum right-of-way width of 60 feet for Minor Collectors and 70 feet for Major Collectors.	Summary of Andrews County Road Standards Table
<input type="checkbox"/>			Local roads shall have a minimum right-of-way width of 60 feet and no more than 100 feet .	Article 4, B.4.a (ACSR)
			Private Roads / Private Subdivisions	Regulation*
<input type="checkbox"/>	<input type="checkbox"/>		If the proposed final plat is to be a private subdivision (containing privately maintained roads), the title of the plat shall contain the phrase, "A Private Subdivision".	
<input type="checkbox"/>	<input type="checkbox"/>		All arterial and major collector roads must be dedicated to the public. Other roads shall be dedicated to the homeowners' association.	Article 1, 8.A (ACSR)
	<input type="checkbox"/>		The final plat and restrictions must contain a statement that Andrews County will never accept or maintain the roads. Add the following note to the plat: BY FILING THIS PLAT [OWNER], AND ALL FUTURE OWNERS OF PROPERTY WITHIN THIS SUBDIVISION, BY PURSHASING SUCH PROPERTY ACKNOWLEDGE AND AGREE THAT THE COUNTY SHALL HAVE NO OBLIGATION WHATSOEVER TO REPAIR OR ACCEPT MAINTENANCE OF THE ROADS IN THIS SUBDIVISION UNLESS AND UNTIL THE ROADWAYS HAVE BEEN IMPROVED TO THE CURRENT STANDARDS REQUIRED BY ANDREWS COUNTY, THE ROADWAYS WITH ALL REQUIRED RIGHT-OF-WAY HAVE BEEN DEDICATED AS A PUBLIC STREET BY THE OWNERS THEREOF, AND THE ROADS HAVE BEEN ACCEPTED BY FORMAL ACTION OF THE COMMISSIONERS COURT.	Article 2, J. (b) (ACSR)
	<input type="checkbox"/>		A property owners' association with assessment authority and mandatory membership shall be formed in conjunction with the recording of the final plat. Add the following note to the plat: THE OWNER SHALL CREATE A MANDATORY PROPERTY OWNERS ASSOCIATION THAT SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF THE ROAD WITHIN THIS SUBDIVISION. THIS ASSOCIATION SHALL HAVE ASSESSMENT AUTHORITY TO INSURE THE PROPER FUNDING FOR MAINTENANCE, AND MEMBERSHIP IN THIS ASSOCIATION SHALL BE MANDATORY FOR ALL PROPERTY OWNERS.	
	<input type="checkbox"/>		The plat must contain a statement that the roads shall be maintained to such a standard that will allow emergency vehicles access. Add the following note to the plat: THE ROADS WITHIN THIS SUBDIVISION SHALL BE MAINTAINED TO SUCH A STANDARD THAT WILL ALLOW EMERGENCY VEHICLES ACCESS FOR THE ROADWAY DESIGN SPEED IN PERPETUITY BY THE PROPERTY OWNERS ASSOCIATION.	
	<input type="checkbox"/>		The Owner shall provide a maintenance schedule for the roads to the County Engineer for approval prior to final plat approval.	Article 2, J.(d) (ACSR)

Replat	Final Plat	Replat	Reference*
			Roadway Planning and Layout
			Regulation*
<input type="checkbox"/>	<input type="checkbox"/>		Show proposed road names . Contact Andrews County 911 Address Coordinator to receive approval of proposed names.
<input type="checkbox"/>			Indicate the proposed road designation (i.e., whether the local roads will be public or privately owned).
<input type="checkbox"/>	<input type="checkbox"/>		Arterial and major collector roads required by a roadway plan must be dedicated to the public.
	<input type="checkbox"/>		Any horizontal sight distance easements shown on the preliminary plat must also appear on the final plat.
<input type="checkbox"/>			No voids may be left within the subdivision with the intent of avoiding responsibility for constructing roads or bridges, nor along the subdivision boundary to avoid connecting with adjacent subdivisions or roads.
<input type="checkbox"/>	<input type="checkbox"/>		The exclusion from the plat of a road that would provide access to future plats will not be permitted. Lots intended specifically for future roads will not be approved.
<input type="checkbox"/>			For all streets show centerline tangent lengths and centerline curve data .
<input type="checkbox"/>			Roads that are extensions of existing roads must carry the names of those in existence.
	<input type="checkbox"/>		Road names on the final plat must match the approved preliminary plat, Road names must also match any adjoining stubbed streets from a previously recorded adjacent plat.
<input type="checkbox"/>			For “knuckles” (90° bends), show the road centerline with a 50 foot radius and minimum 50 foot tangents for both approaches. The outer right-of-way radius shall be 50 feet for urban subdivisions and 60 for rural subdivisions.
<input type="checkbox"/>			Dead end roads should have a length of less than 700 feet .
<input type="checkbox"/>			Streets must align with existing streets in adjacent subdivisions, otherwise there shall be a 150’ minimum offset between centerlines at intersections (300’ for collectors) to allow for left-turn storage between intersections.
<input type="checkbox"/>			For roundabouts and traffic circles , demonstrate that a WB-50 vehicle (school bus, large fire truck, moving van, etc.) can pass through without jumping the curb.
<input type="checkbox"/>			All dead end streets shall be provided with a properly crowned and sloped asphalt paved turnaround at the end thereof, with a diameter of not less than one hundred (100) feet of right of way. Diameter of paving shall be two times of the new road width. Hammerhead type turnarounds will be considered on an as required basis. Dead end streets may be platted where the Commissioner concerned deems it desirable and where the land adjoins property not subdivided, in which case, the street shall be carried to the boundaries thereof.
<input type="checkbox"/>			All new roadways, both public and private, must connect to an existing <i>public</i> road.

Replat	Final Plat	Replat		Reference*
			All Roads	Regulation*
<input type="checkbox"/>			All dead-end streets or interior cul-de-sacs shall be provided with a properly crowned and sloped asphalt paved turnaround at the end thereof, with a diameter of not less than one hundred (100) feet of right of way.	Article 4, B.8 (ACSR)
			Sidewalks	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If there will be sidewalks as part of this subdivision add the following plat note: ALL SIDEWALKS ARE TO BE MAINTAINED BY EACH OF THE ADJACENT PROPERTY OWNERS.	Article 4, B.8 (ACSR)
			Driveways	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If there are any lots in this plat that border on an existing arterial road, they should have access to an internal platted road. If applicable, add the following plat note (modify as necessary): DRIVEWAYS FOR LOTS <u><lot number(s)></u> SHALL CONNECT ONLY TO <u><name of internal platted road></u> AND NOT TO <u><name of adjacent arterial road></u> .	Article 4, B.8 (ACSR)
			Drainage & Detention	Regulation*
	<input type="checkbox"/>		If <u>off-site</u> detention will be required, surety will be required for the construction of the detention facility prior to beginning construction of the subdivision improvements.	Article 2, E.1.a.iii (ACSR)
	<input type="checkbox"/>	<input type="checkbox"/>	Along all rural roads, where driveway culverts will be required, the certification of a Registered Professional Engineer as to the size of the driveway drainage pipes for each lot in a subdivision <i>must be shown on the plat</i> . The size (18" minimum) , length (22' min.) and invert elevations of all driveway culverts must be shown for each lot in a table on the plat and in all deed restrictions. Larger or longer drainpipes shall be installed if necessary to handle drainage based upon a 25-year flow frequency.	Article 4, B.8 (ACSR)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drainage easements shall be provided and marked for all drainage courses in and across property to be platted. In general, a "Drainage Easement" shall be a minimum of 20 feet in width and a "Drainage and Underground Utilities Easement" shall be a minimum of 30 feet in width.	Article 2, E.1.a.iii (ACSR)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show the location, zone classification and panel effective date of the 100-year floodplain per FEMA.	Article 2, Preliminary Plat, C.(18); Article 4, Additional Requirements A.1. (ACSR)
	<input type="checkbox"/>	<input type="checkbox"/>	If there is a FEMA Zone A (unstudied) floodplain within this plat, or if there is a water course with 64 acres of upstream area, indicate: <ul style="list-style-type: none"> the extent of the 100-year floodplain as determined by an engineering study, sufficient to establish a Base Flood Elevation (BFE), and a minimum first floor elevation (FFE) for each lot adjacent to the floodplain, and the basis of the minimum FFE, and a copy of the electronic HEC-HMS/HEC-RAS model 	Article 2, Preliminary Plat, C.(18); Article 4, Additional Requirements A.1 (ACSR)

Replat	Final Plat	Replat	Reference*	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Where a Zone AE exists, the BFE established by the associated FEMA-published flood study may be substituted for the engineering study.	Article 2, Preliminary Plat, C.(18); Article 4, Additional Requirements A.1 (ACSR)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show a minimum FFE for each lot adjacent to the floodplain, as 1 foot higher than the highest spot within 5 feet outside building perimeter, or 1 foot above the BFE, whichever is higher. (Note: This is required regardless of whether the BFE is based on a FEMA-regulated floodplain or from an engineering study.)	Article 2, Preliminary Plat, C.(23) (ACSR)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Where minimum first floor elevations are established and shown on the plat, add the following plat note that indicates how the minimum FFE's were established. As an example: THE MINIMUM FIRST FLOOR ELEVATIONS SHOWN ON THIS PLAT WERE DETERMINED BY ADDING ONE (1) FOOT TO THE BASE FLOOD ELEVATION (BFE) AS DETERMINED BY A STUDY PREPARED BY _____, PROJECT NO. __, DATED ____, 201__. <i>name of firm</i>	Article 2, Preliminary Plat, C.(23) (ACSR)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If there are any areas that include a 100-year floodplain, establish and show a benchmark.	Article 2, Preliminary Plat, C.(17); Article 4, Additional Requirements A.1 (ACSR)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On all plats, include the development note regarding the minimum finished floor elevation: THE MINIMUM LOWEST FINISHED FLOOR ELEVATION SHALL BE ONE FOOT HIGHER THAN THE HIGHEST SPOT ELEVATION THAT IS LOCATED WITHIN FIVE FEET OUTSIDE THE PERIMETER OF THE BUILDING, OR ONE FOOT ABOVE THE BFE, WHICHEVER IS HIGHER.	Article 2, Preliminary Plat, C.(23) (ACSR)

*Reference:

- LGC = Texas Local Government Code
- ACSR = Andrews County Subdivision Regulation
- OSSF = On-Site Sewage Facility
- ACHD = Andrews County Health Department