



Midland County Department of Public Works

Midland County Courthouse 500 N Loraine Street, Midland TX 79701 | 432-742-7370 | www.co.midland.tx.

Please submit applications **VIA EMAIL** to the Public Works Department, 11th floor, Midland County Courthouse.

PLAT APPLICATION FORM

General Information

Subdivision Name: _____ Total # of Lots Established: _____

Nearest County Road Intersection:

Required Fee Information

Please refer to the County's Fee Schedule for current fees. Call or visit the County's website to obtain the schedule.

Required Documentation

A complete subdivision application will consist of the documents and content listed below. The submission of a complete application does not constitute the approval of the said application. Public Works will notify the property owner and their designated representative when the application has passed the Determination of Completeness process per the County's Subdivision Regulations. Public Works will issue initial staff comments after the Determination of Completeness in accordance with the County's development review schedule. The County will review and act on a subdivision application within 30 days from the date the application is determined complete. Applicants requesting a variance from the regulations found in the County's Subdivision Regulations must submit a request letter to Public Works. All submittals via email:

dwitt@mcounty.com

Following approval of the plat application, the plat shall be recorded in accordance the County's Subdivision Regulation.

No.	Applicant	Staff	Required Documents
1.	<input type="checkbox"/>	<input type="checkbox"/>	All Applicable application fees have been paid in full. (section 2.5.2 Subdivision Regulations)
2.	<input type="checkbox"/>	<input type="checkbox"/>	A completed and correct Subdivision Application Form (including all completed fields, checklists, signatures, and notarizations) has been provided. (Section 2.6.2.1 Subdivision Regulations)
3.	<input type="checkbox"/>	<input type="checkbox"/>	A completed (meaning all checks have been marked) Subdivision Review Checklist has been provided. (section 2.6.2.1 Subdivision Regulations)
4.	<input type="checkbox"/>	<input type="checkbox"/>	A Title Commitment or Warranty Deed has been provided, proving ownership of the property. (Section 2.5.3.1 Subdivision Regulations)
5.	<input type="checkbox"/>	<input type="checkbox"/>	Notarized proof of signatory authority has been signed and provided by the property owner for any applicants/ agents acting on their behalf. If the property is owned by a company or corporation, notarized proof of signatory authority is also required for the individual signing on behalf of the owning company or corporation. (Section 2.5.3.1.3 Subdivision Regulations)
6.	<input type="checkbox"/>	<input type="checkbox"/>	A certification of groundwater availability prepared by a licensed engineer or geoscientist has been provided if the subdivision is intended to be served by on-site water wells. (Section 2.5.3.3 Subdivision Regulations)
7.	<input type="checkbox"/>	<input type="checkbox"/>	A Flood Study has been provided if the property lies within the 100-Year Floodplain as shown on the most recent Flood Insurance Rate Map (FIRM) published by FEMA. (Section 2.5.3.4 Subdivision Regulations)
8.	<input type="checkbox"/>	<input type="checkbox"/>	Drainage Study as required under 2.8 Subdivision Regulations. (Section 2.7.4.5 Subdivision Regulations)
9.	<input type="checkbox"/>	<input type="checkbox"/>	The Construction Bond, or a financial guarantee in lieu of the bond, has been provided if the plat includes public streets or drainage structures. (Section 8.5 Subdivision Regulations)
10.	<input type="checkbox"/>	<input type="checkbox"/>	A Will-Serve Letter has been provided from utility providers who will serve the plat with water and sewer, if applicable. (Section 2.7.4.2 Subdivision Regulations)
11.	<input type="checkbox"/>	<input type="checkbox"/>	Documentation from the appropriate city approving the removal of the area to be platted from their extraterritorial jurisdiction (ETJ), if applicable. (Section 2.5.1 Subdivision Regulations)
12.	<input type="checkbox"/>	<input type="checkbox"/>	A 24" by 36" electronic copy, in a format acceptable to the county, of the subdivision sheet(s) has been provided. Once approved, 24" by 36" physical copies will be required for signatures and filing with the County Clerk's office. (Section 2.7.3 Subdivision Regulations)
13.	<input type="checkbox"/>	<input type="checkbox"/>	An executed Taking Impact Assessment (TIA) has been provided, if applicable. (Required prior to plat approval.) (Section 2.6.2.7 Subdivision Regulations)
14.	<input type="checkbox"/>	<input type="checkbox"/>	A certificate from each tax collector of a political subdivision in which the property is located has been provided, showing all taxes are paid and not delinquent. (Required prior to plat approval.) (Section 2.7.6 Subdivision Regulations)



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Property Information

Site Address: _____

Legal Description: _____ Total Acres: _____

Proposed Use of the Property: _____ Total Existing Lots: _____

Water Provider: _____ Wastewater Provider: _____

Property Owner Information

Property Owner (Name and Company, if applicable): _____

Mailing Address: _____ City/State: _____ Zip Code: _____

Phone Number: _____ Email: _____

Applicant/Agent Information *(If different than Property Owner)**

Applicant/Agent: (Name and Company, if applicable): _____

Mailing Address: _____ City/State: _____ Zip Code: _____

Phone Number: _____ Email: _____

* A written statement from the owner, granting rights and permissions, must be provided.

Takings Impact Assessment (TIA) Waiver (See Section 2.6.2.7 of the County's Subdivision Regulation for applicability)

I (we) have been informed that I (we) have certain rights under a law that went into effect September 1, 1997, for county governments in Texas called The Private Real Property Rights Preservation Act, which is codified in Chapter 2007 of the Government Code of Texas.

I (we) understand county governments are now required to expressly consider or assess whether their governmental actions may result in "takings" of private property. I (we) further understand that the act also provides a remedy for an owner of a legal or equitable interest in private real property to seek a judicial determination of whether a governmental action constitutes a "taking" and, if so, to ask for invalidation of the governmental action if the County fails to pay the damages assessed.

I (we) further understand that a "taking" is any county action that affects an owner's private real property, whether in whole or in part, temporarily or permanently. Any county action, ordinance, or regulation that affects my rights as owner of the property that would otherwise exist in the absence of any action by the County is actionable. If the action of the County would reduce the value of my private real property by 25 percent or more, I(we) understand that the County is required to do a study called a "Takings Impact Assessment" (TIA). If such TIA is done, the County is required to provide at least 30 days' notice of its intent to engage in any such proposed actions. The notice must be published in a newspaper of general circulation in Midland County, and it must include a reasonably specific summary of the TIA.

I (we) understand that any action is void if such an assessment is not prepared and that, as the owner of the land affected by a county action for which a TIA should be prepared, I(we) have the right for 180 days after I(we) know or should have known about the "taking" to bring a suit against the County. If I(we) chose to bring such a suit, I(we) would be awarded reasonable and necessary attorney's fees, costs of court, and even damages, especially if the action of the County had reduced the value of my land by 25 percent or more. I(we) could also have the county action declared void.

In consideration of expediting and shortening the approval process for the platting of the above-described property so that my property may be placed on the market for sale as soon as possible, and understanding that I(we) have the aforementioned rights and possibly others, I(we) hereby freely and voluntarily waive these rights and any and all other rights that I(we) may have under the Private Real Property Right Preservation Act, and I(we) may have under the Private Real Property Right Preservation Act, and I(we) specifically request the Midland County Commissioners Court to proceed to consider and approve the final plat on the above-described property.

Owner's Signature

Date

Owner's Printed Name

Holder of Equitable Interest

State of Texas
County of _____

BEFORE ME, the undersigned authority appeared _____, who swore on their oath the above and foregoing SWORN STATEMENT OF OWNERSHIP was true and correct.

Personalized Seal

Notary Public's Signature

Notary's Expiration Date

Surveyor's Verification Letter – required as part of complete application

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 depends on the accuracy of the information provided and that any inaccurate or inadequate information provided may delay the proper review of this application.

Applicant's Surveyor's Signature

Date

Surveyor's Firm

Applicant's Verification Letter

I hereby certify that the above-stated information is included with the accompanying submission materials. Furthermore, I have reviewed and met the standards contained in the County's Subdivision Regulation.

Applicant's Name(Printed)

Applicant's Signature

Date

State of Texas

County of _____

BEFORE ME, the undersigned authority appeared _____, who swore on their oath the above and foregoing SWORN STATEMENT OF OWNERSHIP was true and correct.

Personalized Seal

Notary Public's Signature

Notary's Expiration Date

Applicant's Consent to Record Plat after Commissioners Court Approval

Following approval of the Final Plat, I consent to Midland County recording the approved Final Plat with the Midland County Clerk's office in accordance with the County's Subdivision Regulation.

Applicant's Name(Printed)

Applicant's Signature

Date



Midland County | Plat Checklist

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PLAT REVIEW CHECKLIST

General Plat Information and Content

The information submitted for the items listed below must be clear and legible.

No.	Applicant	Staff	Required Documents
1.	<input type="checkbox"/>	<input type="checkbox"/>	<p>A complete Title Block in the lower right corner of all plat sheets has been provided with the following information:</p> <ul style="list-style-type: none"> Name of the subdivision, including the number of lots and blocks arranged in systematic order The name and number of the existing survey, abstract, and tract number the subject property is within <p>Date the plat was prepared, with an up-to-date revision log, if applicable (Section 2.7.3.3 Subdivision Regulations)</p>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<p>The name, address, phone number, and email of the property owner(s), applicant or agent, surveyor, engineer, and commercial developer (as appropriate) have been provided near the Title Block. (Section 2.7.3.4 Subdivision Regulations)</p>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<p>A north arrow and scale have been provided, with north oriented to the top or right of the sheet. The scale should be written and in graphic format and shall be no larger than 1" = 200' unless otherwise determined legible by the County. (Section 2.7.3 Subdivision Regulations)</p>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<p>A vicinity map has been provided showing the location of the subdivision in relation to nearby thoroughfares and incorporated areas. (Section 2.7.3.5 Subdivision Regulations)</p>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<p>A key identifies all unique symbols, abbreviations, and lines used on the plat document. (Section 2.7.3.6 Subdivision Regulations)</p>
6.	<input type="checkbox"/>	<input type="checkbox"/>	<p>A metes and bounds description (titled "Legal Description") of the limitations of the subdivision starting from the Point of Beginning (POB) is provided on the face of the plat. The POB must be related to a corner of the original survey of which the plat or lot is a part. (Section 2.7.3.7 Subdivision Regulations)</p>
7.	<input type="checkbox"/>	<input type="checkbox"/>	<p>The Point of Beginning (POB) is clearly identified and uses the National Geodetic Survey for bearing. At least two other corners of the subdivision are shown related to the most recent datum released by the National Geodetic Survey for bearing. (Section 2.7.3.8 Subdivision Regulations)</p>
8.	<input type="checkbox"/>	<input type="checkbox"/>	<p>The accurate location, material, and size of all monuments and benchmarks have been provided. (Section 2.7.3.9 Subdivision Regulations)</p>
9.	<input type="checkbox"/>	<input type="checkbox"/>	<p>Sufficient data to reproduce all streets, blocks, lots, and easements on the ground using currently acceptable surveying methods has been provided. (Section 2.7.3.10 Subdivision Regulations)</p>
10.	<input type="checkbox"/>	<input type="checkbox"/>	<p>All abstract lines, survey lines, county lines, or other corporate boundaries within 100 feet of the limits of the subdivision are shown and represented with a light line, intermittent with two dashes. (Section 2.7.3.11 Subdivision Regulations)</p>
11.	<input type="checkbox"/>	<input type="checkbox"/>	<p>All property lines, rights-of-way, ownership information, easements, and recording information within 100 feet of the limits of the subdivision are provided. Surrounding property and right-of-way lines are represented with a lightweight, solid line. All lot numbers and lines with accurate dimensions in feet and hundredths of feet with bearings and angles to street and alley center lines shall be accurately shown on each lot and not by separate table. (Section 2.7.3.12 Subdivision Regulations)</p>
12.	<input type="checkbox"/>	<input type="checkbox"/>	<p>All streets are named and labeled as "public" or "private" rights-of-way. (Section 2.7.3.13 Subdivision Regulations)</p>
13.	<input type="checkbox"/>	<input type="checkbox"/>	<p>All existing easements, with recording information, that impact the subject property within 100 feet of the limits of the subdivision are shown and represented with a lightweight, dashed line. (Section 2.7.3.12 Subdivision Regulations)</p>
14.	<input type="checkbox"/>	<input type="checkbox"/>	<p>The boundary of the subdivision is represented with a bold line, intermittent with two dashes, and is provided with bearings and distances corresponding to the Legal Description. (Section 2.7.3.15 Subdivision Regulations)</p>

15.	<input type="checkbox"/>	<input type="checkbox"/>	<i>Internal lot lines, including rights-of-way, are represented with a medium-weight, solid line. (Section 2.7.3.16 Subdivision Regulations)</i>
16.	<input type="checkbox"/>	<input type="checkbox"/>	<i>All proposed easements within the subdivision are represented with a medium weight, dashed line, and are labeled as "by this Plat," as applicable. (Section 2.7.3.17 Subdivision Regulations)</i>
17.	<input type="checkbox"/>	<input type="checkbox"/>	<i>All proposed setbacks within the subdivision are represented in accordance with Midland County's minimum building setback requirements for properties adjacent to County maintained roads and State Highways. (Section 2.7.3.18 Subdivision Regulations)</i>
18.	<input type="checkbox"/>	<input type="checkbox"/>	<i>All proposed easement and lot lines are provided with bearings and distances. Lines that are identical in bearing and length to others that have already been specified are indicated as such. (Section 2.7.3.19 Subdivision Regulations)</i>
19.	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>All unique curved lines are assigned a number that corresponds to a curve table containing the following:</i></p> <ul style="list-style-type: none"> • <i>Chord and direction</i> • <i>Delta and Radius</i> • <i>Tangent length and offset</i> • <i>Arc length</i> <p><i>(Section 2.7.3.20 Subdivision Regulations)</i></p>
20.	<input type="checkbox"/>	<input type="checkbox"/>	<i>Any FIRM special flood hazard area and floodways within the subdivision has been identified, and the finished-floor elevation of all lots lying wholly or partially within the area has been provided. Drainage easements have been provided for any floodway, depression, or flow path as described in the Drainage Manual. (Section 2.7.3.21 Subdivision Regulations)</i>
21.	<input type="checkbox"/>	<input type="checkbox"/>	<i>Easement and right-of-way dedication language is provided and specifies the body responsible for maintenance in perpetuity. (Section 2.7.3.23 Subdivision Regulations)</i>
22.	<input type="checkbox"/>	<input type="checkbox"/>	<i>The locations of existing gas, oil, and water wells are identified.(Section 2.7.3.24 Subdivision Regulations)</i>
23.	<input type="checkbox"/>	<input type="checkbox"/>	<i>The Water Supply Service Provider is clearly listed (e.g., municipal water, rural water supply corporation, privately owned water system, individual water wells, etc.). (Section 2.7.3.)</i>
24.	<input type="checkbox"/>	<input type="checkbox"/>	<i>The Sewage Disposal Service Provider is clearly listed (e.g., municipal sewer service, privately owned or organized sewage disposal system, private on-site sewage facilities, etc.). (Section 2.7.3)</i>
25.	<input type="checkbox"/>	<input type="checkbox"/>	<i>All lots and blocks have been assigned a legible, intuitive number and letter. Open space and utility lots have been designated with an "X" following the lot number. (Section 2.7.3.25 Subdivision Regulations)</i>
26.	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>All lots are recorded in a lot tabulations table, grouped by systematic order, containing the following information: (Section 2.7.3.26 Subdivision Regulations)</i></p> <ul style="list-style-type: none"> • <i>Lot number</i> • <i>Block letter</i> • <i>Gross and net acreages and square feet</i> • <i>Purpose (e.g., residential, open space, utility)</i>

Standard Plat Notes and Certifications

No.	Applicant	Staff	Required Notes on the Plat Document
1.	<input type="checkbox"/>	<input type="checkbox"/>	<i>All private roads will be signed in a manner that indicates its' private status. (Section 2.7.5.1 Subdivision Regulations)</i>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<i>MIDLAND 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 MIDLAND COUNTY FROM ALL CLAIMS, DAMAGES, AND LOSSES ARISING OUT OF OR RESULTING FROM THE PERFORMANCE OF THE OBLIGATIONS OF SAID OWNERS SET FORTH IN THIS PARAGRAPH. (Section 2.7.5.2 Subdivision Regulations)</i>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<i>If On-Site Sewage Facilities are to be used, the OSSF installed on this plat shall be installed in accordance with TCEQ guidelines and the Midland County On-Site Sewage Facility Order. (Section 2.7.4.3 Subdivision Regulations)</i>

No.	Applicant	Staff	Required Notes on the Plat Document
4.	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Any plat that includes a drainage easement to Midland County will include the following language as a note:</i></p> <ol style="list-style-type: none"> <i>1. Midland County and its employees, contractors, agents, successors, and assigns shall have the free and uninterrupted right and privilege at any and all times to enter, or any part thereof, for the purposes of establishing, constructing, installing, realigning, modifying, replacing, improving, operating, maintaining, inspecting, repairing and removing drainage facilities, including but not limited to the right to cut and trim bushes and trees and to remove sediment, and for enforcement of the County Subdivision Regulations and Flood Damage Prevention Regulations, or for any other ancillary public use as usual and customary in connection therewith. (Section 2.7.5.4.1 Subdivision Regulations)</i> <i>2. Developer may not use any part of the property described herein if such use will damage, destroy, injure, and/or unduly interfere with Midland County's use of the property. Developer expressly covenants and agrees for itself, its legal representatives, successors and/or assigns, that no building, roadways, or curbs and gutters of any kind will be placed on the property described herein. Written permission for above ground appurtenances must be obtained from Midland County prior to installation (Section 2.7.5.4.2 Subdivision Regulations)</i> <i>3. The maintenance of any stormwater facility in this easement is the responsibility of the property owner. Property owner agrees to maintain the facility in working order, with inspections and corrective action made at least annually. Reports of such inspections and maintenance shall be kept for inspection by the Midland County Judge's Office on request or may be forwarded to the County Judge's office at 500 N. Loraine St, Suite 1100, Midland, Texas 79701. (Section 2.7.5.4.3 Subdivision Regulations)</i> <p><i>Midland County shall have the right to mitigate deficiencies in the function of the stormwater facility, and to be reimbursed by the property owner, if the County finds it necessary for public health and safety. (Section 2.7.5.4.4 Subdivision Regulations)</i></p> <p>Certification by Professional Land Surveyor; Signature block as indicated in Section 2.7.3.2</p> <p>Certification of Ownership and Dedication; Signature block as indicated in Section 2.7.3.3 – Notarized</p> <p>County Judge's Signature block as indicated in Section 2.7.3.4</p>