Appendix B

FLOW CHART OF SUBDIVISION APPROVAL

Determine if the proposed subdivision meets one of the general exceptions to these regulations.

If no exception applies.

Determine if the proposed subdivision is a first-tier development or a second-tier development.

If an exception applies.

You may obtain a certificate of exemption from the Commissioners Court.

If the subdivision lays out a part of the land as roads or public spaces, it is a first-tier development.

Request a meeting with the Precinct Commissioner at least 15 days prior to submission of an application.

If the subdivision involves no more than four (4) lots or tracts adjacent to a public roadway, it is a second-tier development.

Submit the required information and documentation to the Commissioners Court.
Obtain certificates of service from utility providers, and other documentation as required by these regulations.

Engage engineers to certify compliance with subdivision requirements for infrastructure.

Engage a surveyor to prepare a plat and survey of the subdivision.

Submit an application for subdivision approval to the Commissioners Court.

If an application is disapproved, you may fix the deficiencies identified by the Commissioners and re-submit the application.

Confirm the completion of improvements and provision of utilities with the Precinct Commissioner before selling any lots.

After approval, and on proof of any required financial guarantees, you may begin the construction of improvements.

For a first-tier subdivision, prepare an application for subdivision approval.