



La Salle County

County Plat Review Process Summary

I. Platting Submittal Deadline

All plat and master plans shall be submitted prior to the last Tuesday of each month at the County Judge's office and the office of the Compliance Inspector, 117 N. Front, Cotulla, Texas 78014-2259. Plats submitted by this deadline will be reviewed and acted upon by the LaSalle County Commissioners Court at a regularly scheduled meeting of the Commissioners Court. The applicant is encouraged to coordinate the proposed development with the LaSalle County Compliance Inspector and the Commissioner in whose precinct the proposed subdivision lies to ensure compliance with the basic requirements prior to submission of the plat.

II. Platting / Plan Intake

All plat packages submitted will be reviewed for completeness and accuracy. The applicant shall be responsible to submit all items identified on the LaSalle County Plat checklist to ensure that all items are submitted properly. The plat package along with plat fees shall be submitted at the Compliance Inspector's office. The Compliance Inspector will review the Plat application form and supporting documentation and shall notify the applicant of any missing documents or information within 7-10 business days.

III. Preliminary Plat Consideration

Once the package has been accepted as complete, the County Compliance Inspector will either issue comments for the applicant to resubmit a revision, recommend approval of the preliminary plat package, and/or recommend denial of the preliminary plat. If the plat is rejected the Commissioners Court will provide a list of the reasons for such rejection. If the plat is given preliminary plat approval by the Commissioners Court, the applicant will receive preliminary plat approval and be allowed to continue to the next step in the platting process and submit the final plat package.

IV. Final Plat Consideration

Once the preliminary plat has been granted approval by the Commissioners Court, the applicant will need to submit the final plat checklist and supporting documentation for review and/or approval. The County Compliance Inspector will either issue comments for the applicant or designated representative to resubmit a revision, recommend approval of the final plat package, and/or recommend denial of the plat package. If the plat is rejected, the Commissioners Court will provide a list of the reasons for such rejection. If the plat is given final approval, the owner will have the following options: post a construction bond, post a Letter of Credit, or request approval to commence construction of the public improvements. The applicant shall review the LaSalle County Comprehensive Subdivision Rules for more detailed information on the performance and completion guarantee requirements. The engineer's construction cost estimate for the public improvements to be used for the construction bond or letter of credit shall be completed by a licensed professional engineer and submitted to the County Compliance Inspector for review and/or approval. The County Compliance Inspector shall verify that the proposed unit prices are sufficient to ensure proper construction of the proposed public improvements. Upon final approval of the plat and acceptance of the guarantee, the owner or authorized representative shall submit the required number of approved final Plat in Mylar, a digital file in Microstation or AutoCAD format of the plat and the proposed construction documents as required by the County Comprehensive Subdivision Rules. The property survey

shall be completed in the Texas State plane Coordinates (South Central Zone NAD 83). The applicant shall pay all County platting and recording fees as established by the LaSalle County Clerk's office.

V. 'As Built' Plans and Formal Acceptance of Public Improvements

The developer or his representative shall provide a set of as-built plans to LaSalle County upon completion. LaSalle County reserves the right to either accept or reject public improvements. Securities or Letter of Credit will be returned or released upon acceptance of public improvements by LaSalle County. The developer shall be responsible for the maintenance of all improvements for a period of one year after formal acceptance of the improvements and must submit a warranty statement to the County. LaSalle County shall issue a letter of acceptance to the developer upon a determination of the suitability of the public improvement for county maintenance only after inspection of all the public improvements.

VI. Platting within the City of Cotulla Extra Territorial Jurisdiction (ETJ)

All plats located within the City Extra Territorial Jurisdiction shall be required submit the plat package and required fees to the City/County Compliance Office. The applicant will be required to coordinate and submit all items required by the City/County Planning Department. The Compliance Inspector will either issue comments for the applicant or designated representative to resubmit a revision, recommend approval of the final plat package, and/or recommend denial of the plat package. If the plat is rejected, applicant will receive a list of the reasons for such rejection. If the plat is given approval, the owner will have the following options: post a construction bond, post a Letter of Credit, or request approval to commence construction of the public improvements. Upon final approval of the plat and acceptance of the guarantee, the owner or authorized representative shall submit the required number of approved final Plat in Mylar, a digital file in Microstation or AutoCAD format of the plat and the proposed construction documents. The property survey shall be completed in the Texas State plane Coordinates (South Central Zone NAD 83). The applicant shall pay all City/County platting and recording fees.