

WOOD COUNTY SUBDIVISION CHECKLIST

New Subdivision / Phase to an Existing Subdivision

Subdivision Name: _____

Owner / Developer: _____

Location: _____ Precinct: _____

	Completed Application
	Original Certified Tax Certificate for property – Must obtain from Wood County Tax Office (Mineola ISD is not collected by Wood County. Please contact Mineola ISD if the development is located within their boundaries)
	Completed Deed of Trust Acknowledgement (Lienholder Acknowledgement)
	Letter from OSSF or Sabine River Authority (Lake Fork Area) regarding Septic Permit
	Fee payable to Wood County - Based on number of lots (Does not include the fee to file the revised or cancelled plat with the County Clerk's office once approved by Commissioners Court)
	ETJ Letter from City if within 1 mile of City Limits
	Letter from Water Supply Corporation of ability to provide services.
	Letter from Electric Supplier of availability to provide services.
	Letter from Telephone and Internet Company(s) of availability of services – Land Lines, High Speed Internet, Wireless or none
	Preliminary plat to be submitted for review PRIOR to final plat being submitted
	Final plat (Mylar) with 5 completed copies (Paper) for Commissioner Court Approval. All Plats must be no larger than 18" x 24" in size.
	For any roadways to be considered for maintenance by Wood County, an Engineer's report for drainage is required.
	Tx Dot Driveway Application if entrance / exit is located on US Highway, State Highway, or Farm-to-Market (FM) Roadway
	Stormwater Pollution Prevention Plan (SW3P)
	Groundwater Certification from TCEQ if Water Wells will be used for water supply

All Items Must be submitted before the Plat will be placed on the Commissioners Court
Agenda for Approval.