

WOOD COUNTY SUBDIVISION CHECKLIST

Revision

Subdivision: _____

Owner: _____

Location: _____

Precinct: _____

	Completed Application
	Completed Deed of Trust (Lienholder) Acknowledgement
	Original Certified Tax Certificates for all lots being revised – Must obtain from Wood County Tax Office and Mineola ISD if within their boundaries
	List of all adjacent landowners with addresses
	\$550 fee for the revision payable to Wood County (Does not include the fee to file the revised plat with the County Clerk's office once approved by Commissioners Court)
	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.
	Letter from Sabine River Authority if in the Lake Fork Area

Revisions to Subdivisions must have public hearings, must be published online for 30 days and take approximately 6-8 weeks to complete once all paperwork is submitted.

Notification of the Public Hearing will be via Certified Mail to all adjacent property owners of the lots/ subdivision being revised.

All items must be submitted before the Public Hearing will be scheduled by the Commissioners Court for Final Approval.