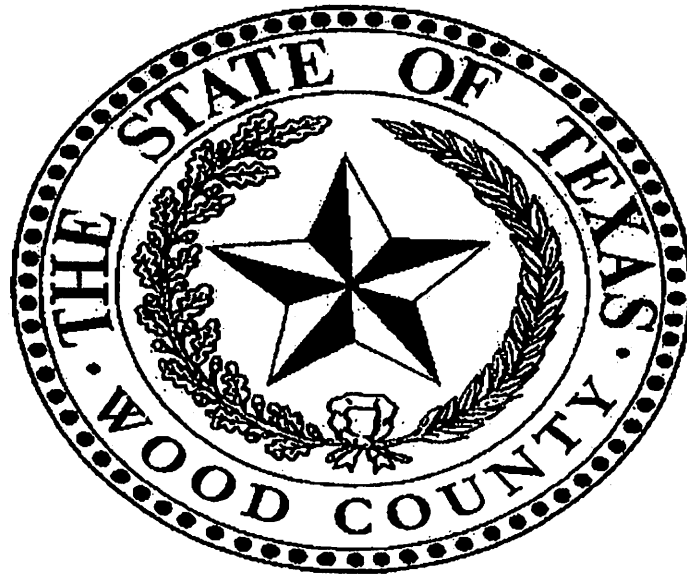


# WOOD COUNTY, TEXAS SUBDIVISION RULES AND REGULATIONS



2022 NOV - 1 AM 10:57  
KYLEE MOORE  
COUNTY CLERK, WOOD CO. TX

**REVISED AND AMENDED**

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**WOOD COUNTY PLATTING PROCEDURES AND  
SUBDIVISION REGULATION**

The Wood County Commissioners Court on 12<sup>th</sup> day of November, 1985 A.D. adopted these regulations on the platting and subdivisions of land to be effective on January 1, 1986.

The Platting Procedures and Subdivision Regulation was lawfully moved and seconded and duly adopted by the Wood County Commissioners' Court on unanimous vote.

The Wood County Commissioners Court finds that it is in the best interest to adopt the following updated and revised rules and regulations in the best interest of the residents of Wood County pursuant to the Texas Local Government Code Chapter 232 and other state laws, as amended.

Amended: June 12, 1998 and October 15, 1999

Revised: June 6, 2003

Corrected: January 30, 2004

Revised: December 12, 2008

Revised November 1, 2022.

**Wood County Judge**

Lucy Hebron  
Lucy Hebron

**Commissioner, Precinct #1**

Absent  
Virgil Holland

**Commissioner, Precinct #3**

Mike Simmons  
Mike Simmons

**Commissioner, Precinct #2**

Jerry Gaskill  
Jerry Gaskill

**Commissioner, Precinct #4**

Russell Acker  
Russell Acker

**ATTEST:  
County Clerk**

Kelley Price  
Kelley Price



## **PURPOSE**

These regulations have been prepared in general to aid in the orderly development of the rural area of Wood County, Texas, and to provide standards, which will lead to a desirable environment. Specifically, they have been prepared for the following purpose:

1. To furnish developers with guidance and assistance in expedient preparations and approval of a plat.
2. To protect the citizens of Wood County, and potential buyers, by ensuring minimum standards in subdivisions where citizens may want a home.
3. To provide for the welfare of the public by controlling the location and design of intersections and other features which promote safety.
4. To prevent the Wood County Commissioners from being burdened with sub standard streets or roads in the future, and to allow, if financially feasible, a method whereby Wood County may finish construction of streets or roads in situations in rural subdivisions in which a developer has defaulted in his road construction obligation and in which the amount of his bond or letter of credit remaining is insufficient to allow the County to finish the road or street.

## **AUTHORITY**

These Subdivision Regulations are as adopted by the Commissioner's Court of Wood County, Texas, acting in its capacity as the governing body of Wood County. The authority of Wood County to adopt these rules and regulations is contained in Chapter 232 of the Texas Local Government Code, as amended.



## **DEFINITION OF TERMS**

**SUBDIVISION:** The dividing of a tract of land located in Wood County, but outside the limits of a municipality, into two or more parts to lay out: (1) a subdivision of the tract, including an addition; (2) lots; or (3) streets, alleys, squares, parks, or other parts of the tract intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the streets, alleys, squares, parks, or other parts. (Chapter 232 Sub-Chapter A, Section .001, Texas Local Government Code as amended).

**STREET OR ROAD:** The term street or road may be used interchangeably and mean a vehicular way or way for vehicular traffic, and will be used to describe all vehicular ways regardless of other designations they may have.

**COUNTY COMMISSIONERS:** All references in these regulations to a County Commissioner shall refer to the Commissioner in whose precinct the proposed subdivision is to be built. If the subdivision is located in two or more precincts, then any references to "permission requirements" shall apply to the County Commissioners from all affected precincts.

**DEDICATION OF STREET AND /OR ROADS:** All streets and/or roads and easements in a subdivision must be described by plat.

**COMMISSIONERS COURT:** Wood County Commissioners Court.

**CUL-DE-SAC:** A street having one outlet with the other outlet being a vehicle turnaround.

**SUBDIVIDER (DEVELOPER):** An owner or authorized agent proposing to divide land; any owner or authorized agent thereof proposing to divide or dividing land so as to constitute a subdivision according to the terms and provisions of the subdivision rules.

**ENGINEER:** A person registered and currently licensed to practice civil engineering by the Texas State Board of Registration for Professional Engineers.

**EXTRATERRITORIAL JURISDICTION (ETJ):** The unincorporated territory extending beyond the city limits of a city as set forth by Chapter 42.021, Local Government Code. The unincorporated area which is contiguous to the corporate boundaries of the municipality and which is located within one-half (1/2) mile of those boundaries in the case of a municipality with fewer than Five Thousand (5,000) inhabitants; with one (1) mile of those boundaries in the case of a municipality with Five Thousand (5,000) to Twenty Four Thousand Nine Hundred Ninety Nine (24,999) inhabitants; within two (2) miles of those boundaries in the case of a municipality with Twenty Five Thousand (25,000) to Forty nine Thousand nine Hundred Ninety Nine (49,999) inhabitants; and as further set forth in said Chapter of the Local Government Code, as amended.

**GROUNDWATER:** Water that is retained under the surface of the earth.

**LOT:** An undivided tract or parcel having frontage on a road, which parcel of land is designated as a separate and distinct tract.

**MAIN ROAD:** (Arterial Street or road) Road(s) or street(s) that are regional in nature and are used as a route of travel for heavy, main traffic.

**MINIMUM REQUIREMENT:** The minimum acceptable requirements of these regulations or an applicable Texas Statute.

**PLAT:** A map showing the division of land into tracts, lots, or other divisible portions.

**PRELIMINARY PLAT:** A plat which shows intended division of land. It shows the physical area and the areas to be divided. It is used to make sure the developer is in compliance with the regulations.

**FINAL PLAT:** A map or drawing and any accompanying material of a proposed land subdivision prepared in a form suitable for filing in the County records and prepared as described in these regulations.

**RIGHT-OF-WAY:** A person's legal right to pass through grounds or property owned by another.

**ROAD OR STREET:** A path on which to travel

**SUBDIVISION COORDINATOR:** Person designated by the Wood County Commissioners Court to oversee the subdivision regulations.

**SURVEYOR:** A person licensed to practice surveying by the Texas Board of Professional Land Surveying.

**TCEQ:** Texas Commission on Environmental Quality

**TRACT:** A specified parcel of land

**TX DOT:** Texas Department of Transportation

**PRIVATE ROAD:** Road that serves more than two single family residences.

**PRIVATE DRIVEWAY:** Road that serves only one single family residence.

**PROCEDURES FOR PREPARING AND OBTAINING APPROVAL  
OF A SUBDIVISION PLAT**

The following procedure shall be followed by the developer in securing approval of a plat by the Commissioners' Court of Wood County, Texas, in accordance with Section 232.0025, Local Government Code, as amended.

**Preliminary Plat**

Prior to any subdivision of land and any official submittal of a plat for review, it is required that the Owner / Developer set a meeting with the Subdivision Coordinator and Precinct Commissioner. The Owner shall present two (2) copies of a Preliminary Plat showing road alignments and lots. The Precinct Commissioner and the Subdivision Coordinator will provide general comments and requirements to the Owner. Based on these comments, the Owner shall submit a revised Preliminary Plat to the Subdivision Coordinator.

If the property to be platted is located in the extraterritorial jurisdiction (ETJ) of a municipality, the owner must obtain written approval by the City prior to Preliminary Plat submission.

The plat shall be on sheets 18" x 24" and shall be plotted on a scale that is not more than 100 feet to the inch on the document, reproducible and shall show the following:

- A. The boundaries of the survey
- B. The width of all right-of-ways, easements and locations thereof.
- C. The scale with north arrow.
- D. The proposed unique name of subdivision.
- E. The dimensions of all lots with block and lot numbers.
- F. Surveyor's / Engineer's Name, Address and Telephone Number.
- G. Owner's Name, Address and Telephone Number.
- H. Adjacent Properties Identified by Land Owner and Survey
- I. Flood Plain Statement / Boundary
- J. Engineering Plans.
- K. Physical Features
- L. Contour Drainage Lines



- M. Drainage Easements
- N. Proposed Private Roads and Interconnects.
- O. ETJ Letter if within 1 mile of City limits
- P. A location map traced from the latest county road map, shall be drawn on the plat. Plat must tie to an original survey corner. (A scaled tie is acceptable)
- Q. Any existing structures, ponds, lakes or creeks and drainage must be shown on the preliminary plat
- R. All proposed water well sites must be shown on the plat, if applicable
- S. Any and all changes must be made to the Preliminary Plat and re-submitted for approval before moving forward to the Final Plat.

**Final Plat**

The final plat procedure will be the same as that for the Preliminary Plat except as noted in this section. Since the county must approve or reject the submission within thirty (30) days, it is the obligation of the developer to submit information in adequate time to permit proper review by the County. The final plat must be filed with the County Clerk within six (6) months of approval by the Commissioners Court. **Final Plat approval does not include the acceptance of roads for maintenance purposes. Road acceptance is by separate action by the Court.**

Upon submission of the Final Plat, the owner shall pay an application fee of:

Four Hundred Dollars (\$400.00) for One (1) to Ten (10) lots,

Eight Hundred Dollars (\$800.00) for Eleven (11) to Twenty (20) Lots

One thousand two hundred Dollars (\$1,200.00) for Twenty-One (21) and Higher Lots

Five hundred fifty dollars (\$550.00) for Cancellation or Revision

shall be transmitted to the Wood County Subdivision Coordinator for review and approval of the Commissioners' Court. Other filing fees as required by the County Clerk for the filing of a map or final plat of subdivisions or re-subdivisions of real estate shall be paid upon filing after approval.

Final Plat submission shall be 18" x 24" with the original (Mylar) and five (5) copies for review with the Original Certified Tax Certificate from all taxing entities indicating that no delinquent

~~ad valorem~~ or rollback taxes are owed on the real property. The completed Final Plat application, checklist and supplemental documents must be submitted prior to placement on the Commissioners Court agenda.

Final plats shall contain and be accompanied by the following information:

- A. The boundaries of the survey
- B. A scale of no more than 1" = 100'
- C. The width of all right-of-ways, easements and locations thereof.
- D. The scale with a North arrow.
- E. Name of the Subdivision.
- F. The dimensions of all lots with block and lot numbers with acreage.
- G. Surveyor's Certificate.
- H. Certification by the owner of his dedication of all streets, alleys, easements to and other land intended for public use, signed and acknowledged before a Notary Public, by said owner and by all other parties who may have lease rights, mortgage and lien interest in the property.
- I. Space shall be provided on the original for the County Judge, County Commissioners, and County Clerk to sign, indicating approval of the plat by Commissioner Court.
- J. A location map traced from the latest county road map shall be drawn on the plat. Plat must tie to an original survey corner. (A scale tie is acceptable.)
- K. Adjacent properties identified and labeled by survey and owner name.
- L. Flood Plain statement / boundary.
- M. Contour lines if required.
- N. Metes and bounds.
- O. Deed Restrictions.
- P. Road ~~names or~~ numbers with interconnects to existing roadways.
- Q. Supporting Documents to be submitted:
  - a. Completed Application
  - b. Original Certified Tax Certificates from ALL taxing entities showing no taxes are due.

- c. Letter from Wood County OSSF Inspector or Sabine River Authority of Environmental Development Plan:
- d. Completed Deed of Trust (Lienholder Acknowledgement) from the current lien / mortgage holder or proof of sole ownership.
- e. Letter from Water Supply Corporation of ability to provide services or water well certification from TCEQ
- f. Letter from Electricity Provider of ability to provide service
- g. Letter from Telephone and Internet Provider(s) of ability to provide service(s)
- h. Drainage report from a Licensed Engineer in the State of Texas for any roads to be considered for County Maintenance at a later date.
- i. For Developments with entrances and / or exits located on State Highways or Farm-to-Market (FM) Roads, an approved Driveway Access Permit issued by Texas Department of Transportation.
- j. Stormwater Pollution Prevention Plan.

R. The plat shall be accompanied by a Corporate Surety Bond or an Irrevocable Letter of Credit as provided for in Section 232.004 and Section 232.0045, Texas Local Government Code in the minimum amount of five dollars (\$5.00 / or such greater amount as set by Commissioners Court) for each lineal foot of road or street within such subdivision. The corporate Surety Bond shall be executed by a surety company authorized to do business in the State of Texas. The Corporate Surety Bond or Irrevocable Letter of Credit shall be that the Developer of the tract of land to be subdivided will construct the roads or streets within each subdivision in accordance with the specifications as set forth in the Wood County Subdivision Regulation and that the term of the Bond or Letter of Credit shall, whichever is of longer duration to exceed two (2) years, from the date of said Bond or Letter of Credit, or his successor in interest, in writing request release of said Bond or Letter of Credit from Commissioners Court, and Commissioners Court by formal vote, grants said release request.

S. After construction is completed, the Developer who posted the Bond or Letter of Credit shall in writing request the release of said Bond or Letter of Credit. The Request shall

contain a statement by the Developer of compliance with the Subdivision Regulation of Wood County, Texas, and the date the Bond or Letter of Credit was originally accepted by the Commissioners Court. An on-site inspection by the County Commissioner(s) shall be made prior to the release of the Bond or Letter of credit by the Commissioners Court. A Maintenance Bond or Irrevocable letter of Credit which shall be made payable to the County Judge or his successors in office in the sum of six dollars (\$6.00/or such greater amount as set by Commissioners court) per lineal foot of road or street shall accompany the request for release of Construction Bond or Letter of Credit. The condition of the Maintenance Bond or Letter of Credit shall be that the Developer will for two (2) years from the time the Construction Bond or Letter of Credit is released, repair and correct any and all defects in the streets, drainage ditches and drainage structures within the dedicated right-of-way before the Commissioners Court by formal vote accepts the streets, drainage ditches and drainage structures within the dedicated right-of-way.

### **NO LIABILITY BY WOOD COUNTY**

The Commissioners Court by regulating the construction standards of streets and roads by developers, in the rural areas of the county and requiring Bonds and/or Letters of Credit concerning that construction, does not become liable for guaranteeing construction of said streets and roads to the standards established in the Wood County Subdivision Regulations. The purpose behind said Bonds and Letters of Credit is to provide a reasonable method to complete road or street construction or to repair minor defects in said construction, that becomes obvious within two (2) years of the release of said Construction Letters of Credit or Construction Bond; provided that the amount of the Bond or Letter of Credit will completely indemnify the County for the cost of completion of construction of said road or street or completely indemnify the County for the cost of repair of said road or street during the two (2) years after the release of said Construction Letters of Credit or Construction Bond.

## TIMELY APPROVAL OF PLATS

- A. The Commissioners Court of Wood County or a person designated by the Commissioners Court shall issue a written list of the documentation and other information that must be submitted with the plat application. The documentation or other information must relate to a requirement authorized under this section or other applicable law. An application submitted to the Commissioners Court or the person designated by the Commissioners Court that contains the documents and other information on the list is considered complete.
  
- B. If a person submits a plat application to the Commissioners Court that does not include all of the documentation or other information as required, the Commissioners Court or the Court's designee shall, not later than the 10<sup>th</sup> business day after the date the Commissioners Court received the application, notify the applicant of the missing documents or other information. The Commissioners Court shall allow an applicant to timely submit the missing or other information.
  
- C. An application is considered complete when all documentation and other information required is received. Acceptance by the Commissioners Court or the Court's designee of a completed plat application with the documentation or other information as required shall not be construed as approval of the documentation or other information.
  
- D. Except as provided by Subsection H, the Commissioners Court or the Court's designee shall take final action on a plat application, including the resolution of all appeals, no later than the 30<sup>th</sup> day after the date the completed plat application is received by the Commissioners Court or the Court's designee.
  
- E. An application is approved by the Commissioners Court unless the application is disapproved within that period in accordance with Texas Local Government Code Section 232.0026.
  
- F. If a Groundwater Availability Certification is required under Texas Local Government Code Section 232.0032, the 30-day period described above begins on the date the

- applicant submits the groundwater availability certification to the Commissioners Court or the Court's designee, as applicable.
- G. If the Commissioners Court or the Court's designee disapproves a plat application, the applicant shall be given a complete list of the reasons of the disapproval.
- H. The 30-day period under Subsection D:
- a. May be extended for a period not to exceed 30 days, if:
    - i. Requested and agreed in writing by the applicant and approved by the Commissioners Court or the Court's designee; or
    - ii. If Chapter 2007, Government Code, requires the County to perform a takings impact assessment in connection with the plat application; and
  - b. Applies only to a decision wholly made within the control of the Commissioners Court or Court's designee.
- I. The Commissioners Court or Court's designee shall make the determination under Subsection H.1 of whether the 30-day period will be extended not later than the 20<sup>th</sup> day after the date a completed plat application is received by the Commissioners Court or the Court's designee.
- J. The Commissioners Court or the Court's designee may not require an applicant to waive the time limits as contained in this subchapter.
- K. If the Commissioners Court or the Court's designee fails to approve, approve with conditions, or disapprove a plat application as required by this subchapter:
- a. The Commissioners Court shall refund the greater of the unexpended portion of any plat application fee or deposit or 50 percent of an application fee that has been paid;
  - b. The application is granted by operation by law; and
  - c. The applicant may apply to a District Court in Wood County where the tract of land is located for a writ of mandamus to compel the Commissioners Court to issue documents recognizing the application's approval.

- L. Approval of a plat by the Commissioners Court shall not include acceptance of any streets for maintenance by the County unless the order approving the plat specifically sets forth the acceptance of the streets for county maintenance.
- M. If any action, subsection or paragraph of this order of the Wood County Commissioners Court, or the application thereof, is held invalid for any reason, such invalidity shall not affect any other provision of this order which can be given effect without the invalid provision or application and to this end this order is severable.

### PENALTIES

Section 232.005, Local Government Code. ENFORCEMENT IN GENERAL; PENALTY,

- (a) At the request of the Commissioners Court, the County Attorney or other prosecuting attorney for the county may file an action in a court of competent jurisdiction to:
- (1) Enjoin the violation or threatened violation of a requirement established by, or adopted by the Commissioners Court under a preceding section of this chapter; or
  - (2) Recover damages in an amount adequate for the county to undertake any construction or other activity necessary to bring about compliance with a requirement established by, or adopted by the Commissioners Court under a preceding section of this chapter.
- (b) A person commits an offense if the person knowingly or intentionally violates a requirement established by, or adopted by the Commissioners Court under a preceding section of this chapter. An offense under this subsection is a Class B misdemeanor. This subsection does not apply to a violation for which a criminal penalty is prescribed by Section 232.0048, Local Government Code.
- (c) A requirement that was established by or adopted under Chapter 436, Acts of the 55th Legislature, Regular Session, 1957 (Article 6626a, Vernon's Texas Civil Statutes), or Chapter 151, Acts of the 52nd Legislature, Regular Session, 1851 (Article 2372k, Vernon's Texas Civil Statutes), before September 1, 1983, and that, after that date, continues to apply to a subdivision of land is enforceable under Subsection (a). A knowing or intentional violation of the requirement is an offense under Subsection (b).

## REVISION OF A PLAT

Existing subdivision lots may be revised as long as no other deed restriction(s), restrictive covenant(s), Home Owners Association or Property Owners Association By-laws do not allow for said revision.

All revised lots must meet the standards set forth in these rules and regulations. The revision process and requirements are as follows:

1. A Preliminary Plat shall be provided that meets the requirements in the Preliminary Plat Section, as well as showing the revised lot number(s), existing structures on the property being revised including septic systems, homes, fences, and driveways prior to the printing of the Final Plat. All lots must be one-half acre of usable property.
2. Once the Preliminary Plat is approved by either the Commissioner or Subdivision Coordinator, the Final Plat can be printed for submission.
3. Final plats shall be accompanied with the supporting documents:
  - a. Checklist;
  - b. Completed Application;
  - c. Original Certified Tax Certificates from all taxing entities showing no taxes are due;
  - d. Completed Deed of Trust (Lien Holder) Acknowledgement;
  - e. List of all adjacent Land Owners and their mailing addresses to the Property being revised;
  - f. Fee Payable to Wood County;
  - g. Letter of approval from Sabine River Authority if in the Lake Fork Area.
  - h. Once all items are submitted, the revision packet is then considered complete.
4. Once all items are submitted, the Subdivision Coordinator will schedule the revision to have a Public Hearing set through the Commissioners Court.



5. All Adjacent Landowners and current property owners will receive a Certified Letter in the mail relating when the Public Hearing will be held. Notices are also published in the local newspaper for three (3) consecutive weeks and online at [www.mywoodcounty.com](http://www.mywoodcounty.com) for 30 days prior to the Public Hearing.
6. During the Public Hearing, any opposition or questions regarding the revision are addressed and the Commissioners Court must approve the revision as submitted.
7. After the revision is approved by the Commissioners Court, the property owner must file the approved plat with the County Clerk's office for recording.
8. Home Owners Associations and Property Owners Associations may require a copy of the approved revision for their records.

### CANCELLATION OF A SUBDIVISION

#### A. Purpose

The purpose of a Cancellation of a Subdivision is to reestablish a property as acreage Tracts after it has been subdivided and platted as authorized by Texas Local Government Code Section 232.008.

#### B. Applicability

- a. The Commissioners Court may only cancel a subdivision of property located outside a municipality or Extraterritorial Jurisdiction (ETJ) under Texas Local Government Code Section 232.008(a).
- b. In approving a Cancellation of a Subdivision, the Commissioner Court has the right to retain any public Right-of-Way dedicated by the Subdivision if the Right-of-Way is necessary to the interconnection of the County's infrastructure, including other County Roadways.

c. The Commissioners Court may deny a Cancellation of Subdivision if the Commissioners Court determines the cancellation will prevent the proposed interconnection of the County's infrastructure, including Other Roadways, to pending or existing development (Texas Local Government Code Section 232.008(h)).

#### C. Required Documents

The following are required for a completed Cancellation of a Subdivision Application (for Plats that are at least 75 years old, see section I)

1. A completed Application Form obtained from the Subdivision Coordinator / Commissioner's Office;
2. Written request to cancel the Subdivision signed by the owner of at least seventy-five percent (75%) of the property included in the Subdivision or part of it that is to be cancelled (Texas Local Government Code Section 232.008(e));
3. A statement addressing whether the Cancellation of a Subdivision interferes with the established rights of any purchaser who owns any part of the Subdivision (Texas Local Government Code Section 232.008(b)); and
4. A Legal Description of the Subdivision or the part that is to be canceled, and any affected Public Right-of-Way, Roadway, or Easements dedicated by the Subdivision.

#### D. Review of Cancellation Documents

After the Application is complete, the Subdivision Coordinator, Commissioner or Commissioners designee will review the Cancellation of a Subdivision Application and required documents to determine whether the Cancellation of a Subdivision Application meets all requirements and criteria of this section and Texas Local Government Code Section 232.008 and forward the recommendation to the Commissioners Court.

E. Process for Approval

The Subdivision Coordinator, Commissioners or Commissioners designee will set a Public Hearing through Commissioners Court once the Cancellation of a Subdivision Application is complete.

A Notice of Cancellation will be published in a newspaper of general circulation for at least three (3) weeks before the date the Commissioners Court is scheduled to act on the request for Cancellation of a Subdivision. The Notice of Cancellation will also be posted for at least thirty (30) days on the Wood County Website (www.mywoodcounty.com) before the date the Commissioners Court is scheduled to act on the request for Cancellation of a Subdivision.

The published notice will include information directing any Person who is interested in the property and wishes to protest the proposed Cancellation of a Subdivision to appear at the time specified within the notice.

Public Hearing will be held at the date and time as established in the Notice. The Court has two (2) options at the Public Hearing:

1. The Commissioners Court can approve the Application if the request meets the requirements of this section and Texas Local Government Code Section 232.008 and no protest is filed under Texas Local Government Code 232.008(e); or
2. The Commissioners Court may approve or deny the Application of the owners of at least ten percent (10%) of the property affected by the proposed Cancellation of a Subdivision file written objection to the Cancellation of a Subdivision under Texas Local Government Code Section 232.008(e).

F. Effect of Approval

- a. The Commissioners Court will enter the Order within its minutes.
- b. After the Cancellation of a Subdivision Order is filed with the County, the Tax Assessor-Collector will assess the property as if it had never been subdivided (Texas Local Government Code Section 232.008(b))

G. Injunction to Prevent Cancellation or Closing of Roadway or Easement

Under Texas Local Government Code Section 232.008(f), a Person may request or maintain action to enjoin the cancellation or closing of a Roadway or Easement in a Subdivision, if the Person owns a Lot or a part of the Subdivision that:

1. Abuts directly on the part of the Roadway or Easement to be canceled or closed; or
2. Is connected by the part of the Roadway or Easement to be canceled or closed, by the most direct feasible route, to:
  - a. The nearest remaining public highway or public roadway, or
  - b. Any uncanceled common amenity of the Subdivision.

H. Damages for Protestors

- a. A person who appears before the Commissioners Court to protest the cancellation of all or part of a Subdivision may maintain an action for damages against the person applying for the Cancellation of a Subdivision and may recover as damages an amount not to exceed the amount of the person's original purchase price for property in the canceled Subdivision or part of the Subdivision (see Texas Local Government Code Section 232.008(g)).
- b. The person must bring the action no more than one (1) year after the date the Commissioner Court approves the Cancellation of a Subdivision.

I. Cancellation of Plats 75 Years Old or Older

- a. A person owning real property in a Subdivision may apply to the Commissioners Court to cancel the Subdivision in whole or in part under Texas Local Government Code Section 232.0083 if the following apply:
  - i. A plat has been filed for 75 years or more;
  - ii. The most recent plat describes at least a portion of the property as acreage tracts;
  - iii. A previous plat described at least a portion of the property as lots and blocks; and
  - iv. The County Tax Assessor – Collector lists the property in the Subdivision on the tax rolls based on the description in the previous plat and assesses taxes based on that description.

- v. Each owner or utility whose rights may be interfered with by the Cancellation of a Subdivision has agreed to the cancellation.
  
- b. Public Notice must be published in the same manner as Section E.
  
- c. After the notice is published and the Public Hearing is conducted, the Commissioners Court may approve the Cancellation of a Subdivision and the reestablishment of the property according to Texas Local Government Code Section 202.0038(b).
  
- d. In making its approval, the Court must make the following findings:
  - i. The Cancellation of a Subdivision does not interfere with the established rights of any owner or a part of the Subdivision or a utility company with a right to use a Public Easement in the Subdivision, and
  - ii. Each owner or utility whose rights may be interfered with has agreed to the Cancellation of a Subdivision.
  
- e. If the Commissioners Court authorizes the Cancellation of a Subdivision and reestablishment, the Court Order will be entered into its minutes.

### **USE OF GROUNDWATER**

If the source of the water supply intended for a Subdivision is groundwater under that land, the Plat application must include:

1. A report prepared by a licensed Engineer or a licensed geoscientist that certifies adequate groundwater is available for the Subdivision (Texas Local Government Code Section 232.0032(a)).
  
2. The groundwater certification must conform to Texas Commission on Environmental Quality (TCEQ) guidelines.
  
3. A subdivider who submits an Application for Plat under this section must transmit useful information to any affected groundwater conservation district and to TCEQ (in

consultation with the Texas Water Development Board) as described under Texas Local Government Code Section 232.0032(c).

### LAND PLANNING AND SITE EVALUATION (OSSF)

1. Property that will use an OSSF for sewage and disposal shall be evaluated for overall site suitability. The following requirements apply to all sites where an OSSF may be located:
  - A. Residential Lot Sizing
    1. Subdivisions of single-family dwellings platted or created after the effective date of this section, served by a public water supply and using individual OSSF for sewage disposal shall have lots of **at least 1/2-acre usable property**. (No easements/right-of-way/save and except property)
    2. Subdivisions of single-family dwellings platted or created after the effective date of this section, not served by a public water supply and using individual OSSF, **shall have lots of at least 1-acre usable property**. (No easements/right-of-way/save and except property)
  - B. Manufactured Housing Communities or Multi-unit residential Developments
    1. The owners of manufactured housing communities or multi-Unit residential developments that are served by an OSSF and rent or lease space shall submit a sewage disposal plan to the permitting authority for approval. The total anticipated sewage flow for the individual tract of land shall not exceed 5,000 gallons per day. The plan shall be prepared by a professional engineer or professional sanitarian.
2. Approval of OSSF systems on existing small lots or tracts.

Existing small lots or tracts, that do not meet the minimum lot size requirements under this section and were either subdivided before January 1, 1988, or had a site-specific sewage disposal plan approved between January 1, 1988, and the effective date of this section, may be approved for an OSSF provided:

- A. Minimum separation distances in Section 285.31(d) relating to General Criteria for Treatment and Disposal Systems are maintained.
- B. The site has been evaluated according to Section 285.30 relating to Site Evaluation; and
- C. All other requirements of this order regarding treatment and disposal are met.

### 3. Water Wells

All water wells must meet TCEQ standards as stated in the Texas Administrative Code §76.001 and 290.41

### 4. Review of Subdivision or Development Plans

Before the permit process for individual OSSF can begin, persons proposing residential subdivisions, manufactured housing communities, multi-unit residential developments, business parks, or other similar uses and using OSSF for sewage disposal shall submit planning materials for these developments to the permitting authority. The planning materials shall be prepared by a professional engineer or professional sanitarian and shall include an overall site plan, topographic map, 100-year floodplain map, soil survey, location of water wells, locations of easements as identified in Section 285.91(10) relating to Tables, and a complete report detailing the types of OSSF to be considered and their compatibility with area-wide drainage and groundwater. A comprehensive drainage plan shall also be included in these planning materials. The permitting authority will either approve or deny the planning materials, in writing, within forty-five (45) days of receipt.

It is the responsibility of the owner to see that all lots comply with any requirements imposed by the Endangered Species Act, and any and all other State or Federal laws or regulations that affect land use or development. Approval under this order should not be interpreted to imply that Wood County has found the subdivision (or any part of it) to be in compliance with these other laws and regulations. Wood County does not enforce them, and cannot give any advice or suggestions regarding compliance.

## ROAD ALIGNMENTS

1. Streets shall be laid out so as to align with existing streets in adjoining or nearby subdivisions, leaving the possibility of connecting such subdivisions with a minimum of road construction. No voids may be left within the subdivision with the intent of avoiding responsibility for constructing roads or bridges, nor along the subdivision boundary to avoid connecting with adjacent subdivisions or roads.
2. A Tx Dot Driveway Access Permit is required for all developments with entrances and exits onto State Highways, US Highways and Farm-to-Market (FM) Roadways. This permit must be supplied with the Final Plat for approval.
3. Cul-de-sacs may be permitted where the contour or other topographical features of the land makes it impractical to plat with connecting streets. Cul-de-sacs shall be no longer than six hundred (600) feet, and shall have a turn-around at the end with a minimum radius of fifty (50) feet.
4. A Subdivider must provide at least 2 points of ingress and egress for a Subdivision with 30 lots or more or that has a roadway crossing a dam or lake.
5. Alignment of Street Centerline: The horizontal alignment of the centerlines of streets shall consist of tangent, or straight, lines connected by circular curves. Circular curves shall comply with the minimum requirements shown in Appendix C.
6. “EII” Intersection: An EII Intersection is a change in direction of a street centerline without intersecting tangent lines being connected by a circular curve. An EII Intersection is shown in Appendix C. EII intersections shall not be permitted.
7. The vertical alignment of the centerlines of streets consists of intersecting tangent lines (grade lines) connected by parabolic curves. The vertical alignment of the centerlines of streets shall comply with the following requirements:

Maximum Grade of Tangents	12%
---------------------------	-----



K Value for Crest Vertical Curves	28%
K Value for Sag Vertical Curves	35%

K value multiplied by the algebraic difference in grade of the intersecting tangents will give the vertical curve in feet to provide for safe stopping sight distance.

8. Cross Section Requirements

- a. The developer may use either road section with ditches or a road section with concrete curb and gutter. The section elected to be used shall be used throughout the subdivision.
- b. Roads constructed with ditches shall comply with the minimum requirements shown in Appendix C.

9. Right-of-Way

- a. Right-of-way provided for roads shall comply with minimum requirements shown in Appendix C of 60 feet.
- b. Appendix C provides that the right-of-way widths shall be increased when the depth of the cut or depth of fill exceeds the minimum. Right-of-way widths shall be sufficient to accommodate the proposed road section.
- c. At the time of acceptance of the roads for maintenance by the County all right-of-way lines shall be properly marked with minimum one-half (1/2) inch diameter by two (2) feet long iron rods. All points of change of direction of right-of-way lines and the beginning and ending points of all curves shall be marked with an iron rod.
- d. Easements for drainage of rain water run-off shall be provided on the downstream side at all points where concentrated water leaves the road right-of-way. Easements for drainage shall be a minimum twenty (20) feet wide, and shall terminate at the point on the boundary line of the subdivision where the flow of concentrated water leaves the subdivision.

## Base and Surfacing

- A. Base: The base shall consist of a compacted, stable material meeting the following requirements:

Retained on 2 ½ inch Sieve	0%
Maximum Liquid Limit	35%
Maximum Plasticity Index	12%

The base may consist of the in-place soil provided it meets the above requirements. If the in-place soil does not meet these requirements it shall be required that material which does meet these requirements be hauled in to construct the base.

The base shall be constructed to the widths and compacted depths shown in Appendix C if ditches are to be constructed, or as shown in Appendix C if curb and gutter is to be constructed.

The base, whether satisfactory in-place soil or hauled-in soil, shall be compacted to a uniform density and shall be stable under traffic. All areas which are soft, yielding, shoving, rutting, or otherwise unstable shall be reworked as necessary to provide a stable base.

- B. Surface: The surface shall, as a minimum, consist of an oil-sand mixture or asphalt compacted to the widths and depths shown in Appendix C if ditches are to be constructed, or as shown in Appendix C if curb and gutter is to be constructed. The oil-sand mixture shall meet the requirements shown by Construction Section.
- C. The County will not accept an oil-sand or asphalt surface which is not densely compacted and stable. Soft, yielding, shoving, rutting, or otherwise unstable surfaces shall not be accepted.
- D. The 2-inch compacted depth oil-sand mixture shall contain a minimum of two and one-half (2 ½) gallons of oil per one (1) square yard of surface area. Additional oil shall be required if needed to provide a stable mixture.

## **EROSION CONTROL**

- A. Soil erosion is a significant problem where soil has been exposed after vegetation has been destroyed by grading operations. Soil erosion on these bare soil areas can be controlled by establishing a vegetative cover. It shall be the developer's responsibility to establish a vegetative cover on all bare soil areas. Screening must be used to control erosion.
  
- B. The vegetative cover shall be established after all grading operations have been completed in accordance with the requirements in Appendix C and to the satisfaction of the County.
  
- C. Mulch sod, a mixture of top soil and Bermuda grass, shall be placed on all bare soil areas at the rate of one cubic yard of mulch sod to nine (9) square yards of bare soil area. Prior to placing the mulch sod, fertilizer shall be applied to the area at a rate of 0.15 pound per square yard. The mulch sod shall be shaped to the lines and dimensions shown in Appendix C.
  
- D. When approved by the Commissioner, other methods for establishing a vegetative cover may be used. Other methods include the seeding of the area with an approved grass, and sprigging the areas with an approved grass.
  
- E. At the time of acceptance of the road by the County for Maintenance a satisfactory growing vegetative cover shall have been established on all bare soil areas by the developer.

## **DRAINAGE**

- A. The developer shall bear the full cost of all drainage structures, including culverts, bridges, inlets storm sewers, manholes, and sub drains required to carry rainwater or ground water on or across the property regardless of its origin.

- B. The developer shall be responsible for the determination of the drainage area characteristics required to determine the proper size drainage structures to safely convey the design storm water run-off. Drainage structures shall be sized in accordance with the following requirements:

The size of pipe culverts shown below will be acceptable for the size of the drainage area shown:

Diameter of Culvert (Inches)	Size of Drainage Area (Acres)
18	0 to 15
24	15 to 23
30	23 to 40
36	40 to 60
42	60 to 110
48	110 to 170
54	170 to 230
60	230 to 320

If the developer elects to provide culvert sizes based on these acceptable sizes, he shall provide the Commissioners Court with the size drainage areas certified to by a Registered Public Surveyor or Registered Professional Engineer. Drainage areas can be determined by the use of U.S. Geological Survey topographic maps or by the use of Department of Agriculture aerial photographs.

The size of culvert required for all drainage areas larger than 320 acres must be determined in accordance with the following section. The size of culvert required for drainage areas less than 320 acres may also be determined in accordance with the following section.

C. Hydrology calculations to determine design run-off and hydraulic calculations to determine the size of drainage culvert required to safely accommodate the design run-off, as may be required by the preceding section, shall be made by a Registered Professional Engineer. All data calculations for determining the size of drainage structure shall be certified to by the Engineer and submitted in writing to the Commissioners Court at the time the plat for the proposed subdivision is submitted.

The minimum acceptable run-off to be used for computing the required size of the drainage structure shall be determined in accordance with the methods contained in the "Hydraulic Manual" of the TX DOT.

The minimum design frequency to be used for determining run-off shall be two (2) years.

The minimum size drainage structure required to safely convey the design run-off shall be determined in accordance with the methods contained in the "Hydraulic Manual" of the TX DOT.

Drainage structures shall be designed so that the Headwater Depth of the design run-off does not exceed the elevation of the Crown line of the road, or the discharge velocity does not exceed twelve (12) feet per second.

D. All drainage structures, to be provided in a subdivision shall be constructed of reinforced concrete. Pipe culverts shall be reinforced concrete pipe or TX DOT plastic pipe meeting the requirements of Item 464. Reinforced Concrete Pipe Culverts, of the 2004 Standard Specifications of TX DOT. The structural design for box culverts and bridges shall be made and certified to by a Registered Professional Engineer.

## **STORM WATER POLLUTION PREVENTION PLAN (SWPPP)**

Under current TCEQ regulations, construction activities including clearing, grading and excavation, must be permitted for storm water discharge unless the operations result in the disturbance of less than one (1) acre total land area which is not part of a larger common plan of development.

For large construction activities disturbing five (5) acres or more of land, the Developer must complete and post a site notice in conformance with TCEQ, and complete and submit a Notice of Intent for storm water discharges associated with construction activity under the National Pollution Discharge Elimination System (NPDES) General Permit. The NOI shall be submitted by the Developer at least seven (7) day prior to the commencement of construction.

For small construction activities, disturbing one (1) acre to less than five (5) acres of land, including the larger common plan of the development, the Developer must complete and post a site notice in conformance with TCEQ, and complete and submit a low Rainfall Erosivity Waiver Form. If the site is not eligible for a waiver, the Developer must submit a Notice of Intent (NOI) under the NPDES General Permit and comply with its requirements.

A Storm Water Pollution Prevention Plan (SWPPP) must be developed and implemented in accordance with TCEQ requirements for all construction activities disturbing one (1) or more acre of land, including the larger common plan of development. During construction, a copy of the SWPPP shall be available on site. All construction activities shall maintain the erosion control measures as stated in the SWPPP throughout the entirety of the project. TCEQ may be contacted if it appears that any activity is not in compliance with the SWPPP.

## CONSTRUCTION

A. The oil-sand mixture or asphalt shall ~~consist of a clean sand and oil~~ meeting the following requirements:

SAND:	Plasticity Index shall not exceed	9
	Retained on No. 60 Sieve	Min. 10% Max 35%
	Passing on No. 200 Sieve	Min. 5% Max 15%

OIL: The oil may be a bitumen base crude oil, a medium curing type cutback asphalt, or an emulsified asphalt. The medium curing type asphalt and the emulsified asphalt shall meet the requirements of Item 300 of the Standard Specifications for Construction of TxDOT.

ASPHALT: Type B, Type C, or Type D Mix Asphalt as described by TXDOT Standards

Pipe drainage culverts shall meet the requirements of Item 464 of the Standard Specifications for Construction of TX DOT. Pipe drainage culverts shall be reinforced concrete construction.

Driveways should be constructed so to be safe for users of the driveway and for the traveling public. Steep driveways should be avoided.

Driveway construction shall not exceed the limitations shown in Appendix C.

B. Repairs to streets or roads accepted for final maintenance by the Wood County Commissioners Court may not be made using the original base or surface materials. This is a discretionary decision to be made by the respective Commissioner based on traffic levels, cost, and materials available, among other factors.

**WOOD COUNTY SHALL NOT BE RESPONSIBLE FOR MAINTENANCE OF PRIVATE STREETS, DRIVES, EMERGENCY ACCESS EASEMENTS, RECREATION**

**AREAS AND OPEN SPACES; AND SAID OWNERS AGREE TO INDEMNIFY AND SAVE HARMLESS WOOD COUNTY, FROM ALL CLAIMS, DAMAGES AND LOSSES ARISING OUT OF OR RESULTING FROM PERFORMANCE OF OBLIGATION OF SAID OWNERS SET FORTH IN THIS PARAGRAPH.**

### **SUB-STANDARD SUBDIVISIONS**

The County may accept maintenance of any road located in a subdivision provided the roads were constructed in accordance with these regulations. Wood County assumes no responsibility or cost for bringing any road that was not constructed in accordance with these regulations into compliance before acceptance.

*Note: All private roads, drives and streets will be signed by the developer in a manner that indicates its private status.*

### **UTILITIES**

- A. All underground utilities located on road right-of-way shall be placed within five feet (5') of the right-of-way line. All underground utilities shall have a minimum depth of soil cover of thirty inches (30") after all grading of the road has been completed.
- B. All pole line utilities located in road right-of-way shall be placed within one foot (1') of the right-of-way line. All poles and guy wire anchors shall be placed within one foot (1') of the right-of-way-line.
- C. Public utilities may be located on a public road right-of-way after permission to do so has been granted by the County. A public utility wishing to locate a facility on a County Road may apply in writing to the Commissioners Court to do so. The application must show the type of utility, the road and road limits on which it is to be placed, the location on the right-of-way it is to be placed, the depth in ground for all underground utilities, the name-address-



phone number of the person responsible with the company, and the date work to install the utility will begin.

D. Crossing a County Road with a Utility

1. All underground utilities which must cross a County Road must so do by boring. No open trench cuts will be allowed. All underground utilities must have a minimum of 30 inches (30") of cover at all points and encased.
2. All overhead utilities which cross a county road must have the minimum clearance prescribe by law.

## ENCROACHMENTS

- A. Advertising signs and other private signs shall not be permitted to be placed on the right-of-way of any Country Road, except that street name signs approved by the County Commissioners Court may be erected on the County Road right-of-way. All street name signs shall be furnished at the sole expense of parties other than the County.
- B. Concrete work, brick work and masonry work not a part of the road drainage system or pavement system shall not be allowed on the County Road right-of-way except as otherwise permitted in these policies. Entrance gates, private retaining walls, private roads and other such private concrete, brick or masonry work shall not be allowed on the County Road right-of-way.
- C. Supports for mail boxes may be either timber or metal. The maximum width of a timber support shall be four inches (4"). Metal supports shall not weigh more than three (3) pounds per linear foot. Concrete, brick masonry or other massive mail box supports shall not be allowed.

- D. Planting or constructing landscaping on the right-of-way of County roads shall not be permitted. Landscaping shall include trees, shrubs, fines, flowers and other decorative plantings, as well as the construction of landscaping appurtenances.
- E. Fences shall not be permitted on the right-of-way of County roads. Fences may be placed on the right-of-way line of County roads.

### **PRIVATE SUBDIVISIONS**

#### Private with Subdivision Association

- A. The developer may elect to designate the subdivision private and establish an association of subdivision property owners for the purpose of constructing and maintaining streets, utilities, parks, and other subdivision general use facilities; and provide in the subdivision restrictions that property owners must be an association member and pay dues, fees and maintenance charges for the purpose of constructing and maintaining association facilities and for providing for association services.
- B. When a developer has designated a subdivision private, has established a subdivision association as a corporate enterprise, has provided in the subdivision restrictions that property owners must become members of the association, and has recorded the subdivision regulations in the Wood County Deed Records, the Commissioners Court will not require that subdivision roads be constructed or bond be made for construction of roads prior to approval of the plat by Commissioners Court. The construction and maintenance of such roads shall be the entire responsibility of the developer and the association.
- C. The plat for the subdivision shall contain the Owner's Statement shown in Appendix B of these regulations

#### Private without Subdivision Association

- A. The developer may elect to designate the subdivision private without establishing an association of subdivision property owners for the purpose of constructing and maintaining streets, utilities, parks, and other general use facilities, it being the developer's intention to construct and maintain subdivision facilities at his own expense.
  
- B. When a developer has elected to designate a subdivision private without corporate enterprise, the Commissioners Court will not approve the plat for the subdivision until either the subdivision roads have been constructed and approved in accordance with the requirements of these regulations, or the developer has provided the prescribed bond for construction of the roads. Approval of the plat by the Commissioners Court will not be given until either the roads have been constructed, or the developer has given satisfactory bond for the construction of the roads.
  
- C. The plat for the subdivision shall contain the Owner's Statement shown in Appendix B of these regulations.

**PURPOSE FOR APPENDIX "A" ATTACHED HERETO**

A. The County, pursuant to Section 232.0015(a) of the Local Government Code, has created additional exceptions to the requirements for a plat in this county.

B. Additionally, Appendix "A" set forth specific actions the owner/subdivider/developer must take before a tract is divided, sold or conveyed.

C. Additionally, all persons are put on notice that Wood County has signed inter-local agreements with the municipalities in this county that governs the subdivision regulation within the Extra-Territorial Jurisdiction of each municipality.

**PURPOSE FOR APPENDIX "B" ATTACHED HERETO**

The purpose for Appendix "B" is to provide the certification and documentation necessary for plat approval.

**PURPOSE FOR APPENDIX "C" ATTACHED HERETO**

The purpose for Appendix "C" is to provide the necessary drawings and illustrations for reference as mentioned in this document.

# APPENDIX A

**APPENDIX A  
PLATTING GUIDELINES**

**WOOD COUNTY EXCEPTIONS**

1. A plat is not required when a public road or highway divides a tract into two or more tracts and the remaining are less than ten (10) acres. These remaining tracts can be conveyed by metes and bounds; however, if the developer wishes to subdivide one of these remaining tracts further, and the tracts do not fit any exceptions, then a plat is required.
  
2. A plat is not required when two adjacent landowners adjust or change the property lines which separate their respective tracts, so long as there are the same number of tracts and owners after the transaction, as existed before the transaction. This exemption applies whether the transaction requires an exchange of land by both owners, or only a transfer of land from one owner to the other, and whether the transaction takes the form of a sale or of an exchange in kind. However, any land added to a tract through such a transaction shall become an integral part of that tract, and may not be separately conveyed except in compliance with the subdivision laws. Each resulting tract shall, of course, be subject to the minimum lot size requirements of these Regulation and other applicable laws. This exception does not apply if the adjustment will change the boundary between two legally platted lots, or subtract land from a legally platted subdivision.
  
3. A plat is not required when a smaller tract is surveyed out of the larger tract solely for the purposes of obtaining financing for purchase or improvement of that part of the property, provided that possession and primary beneficial ownership of the entire tracts are intended to remain unified.
  
4. A plat is not required when a smaller tract is created by the legitimate foreclosure of a valid lien on a part of the larger tract. This provision does not exempt sham transactions or foreclosures staged to avoid the platting requirements.
  
5. A plat is not required when a smaller tract is created by a larger tract by a court with appropriate jurisdiction. This provision does not exempt sham transactions or partitions staged to avoid the platting requirement.

6. A plat is not required when the owner of two (2) or more distinct adjacent tracts sells one or more of them so long as all existing tracts remain in tact. To be "distinct" the tracts must have a history of separate use.

7. An owner of a tract of land located outside the limits of a municipality who divides the tract into two parts is not required to have a plat of the subdivision prepared if:

(a) Both lots in the subdivision are more than ten (10) acres in area; and

(b) The owner does not lay out a part of the tract described in Section 232.001(a)(3) of the Local Government Code;

8. A plat is not required when a governmental entity purchases land for the purpose of building a public water supply reservoir and a larger tract is divided into two or more smaller tracts and the smaller tracts are each less than ten acres. These smaller tracts can be conveyed by metes and bounds; however, if the owner of the large and smaller tracts wishes to subdivide one of the smaller tracts further, and the tracts do not fit any exceptions, then a plat is required.

**SUBJECT TO THE EXCEPTIONS SET FORTH ABOVE CREATED BY THE LOCAL GOVERNMENT CODE PROVISIONS OF SUBCHAPTER A OF CHAPTER 232 AND THE ADDITIONAL WOOD COUNTY EXCEPTIONS LISTED ABOVE; NO LAND IN WOOD COUNTY SHALL BE DIVIDED, SOLD OR CONVEYED UNTIL THE OWNER/SUBDIVIDER/DEVELOPER SHALL FIRST HAVE THE FINAL SUBDIVISION PLAT APPROVED BY THE COMMISSIONERS' COURT AND THEN SAID APPROVED FINAL SUBDIVISION PLAT SHALL BE FILED WITH THE WOOD COUNTY CLERK IN THE MAP RECORDS OF THE COUNTY.**

# APPENDIX B



**APPENDIX B**  
**PLAT LANGUAGE AND CERTIFICATIONS**  
Wood County, Texas

The following are examples of general plat language and certifications that may apply partly or wholly to a particular subdivision. This appendix, however, is not all inclusive and additional and/or revised language and/or certifications may be required based on individual circumstances, as determined by the Wood County Commissioners Court.

**Individual Property Owner(s) Certification (except plats for private street subdivisions):**

THE STATE OF TEXAS §  
COUNTY OF WOOD §

That I (We), \_\_\_\_\_, being the owner(s) of the property described above and wishing to subdivide same into lot(s) and block(s), do hereby adopt this plat attached hereto and titled “\_\_\_\_\_ to Wood County, Texas” as my (our) legal subdivision of same and do hereby dedicate all rights-of-way and/or easements shown hereon to the use of the public forever. Any private improvements placed in said rights-of-way and/or easements shall be placed at no risk or obligation to the public and Wood County and the County shall have no responsibility to repair or replace such improvements if they are damaged or destroyed in the utilization of these rights-of-way and/or easements. The sale of the lot(s) shown on this plat shall be made therewith subject to the restrictions and conditions recorded in the Texas Real Property Records of Wood County pertaining to said subdivision.

\_\_\_\_\_  
(Signature)  
Printed Name of Property Owner(s)  
Mailing Address  
City, State and Zip Code

THE STATE OF TEXAS §  
COUNTY OF \_\_\_\_\_ §

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he (she) executed the same for the purpose and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ My Commission Expires On: \_\_\_\_\_  
Notary Public in And for The State of Texas

**Corporation or Partnership Certification (except plats for private street subdivisions):**

THE STATE OF TEXAS §  
COUNTY OF WOOD §

That I (we) \_\_\_\_\_ of (name of corporation/partnership) , acting herein by and through its duly authorized officers and being the owner(s) of the property described above and wishing to subdivide same into lot(s) and block(s), do hereby adopt this plat attached hereto and titled “ \_\_\_\_\_ to Wood County, Texas” as our legal subdivision of same and do hereby dedicate all rights-of-way and/or easements shown hereon to the use of the public forever. Any private improvements placed in said rights-of-way and/or easements shall be placed at no risk or obligation to the public and Wood County and the County shall have no responsibility to repair or replace such improvements if they are damaged or destroyed in the utilization of these rights-of-way and/or easements. The sale of the lot(s) shown on this plat shall be made therewith subject to the restrictions and conditions recorded in the Texas Real Property Records of Wood County pertaining to said subdivision.

Name of Corporation

\_\_\_\_\_  
(signature)

Printed Name of Authorized Representative/Partner

Title

Mailing Address

City, State and Zip Code

STATE OF TEXAS §  
COUNTY OF \_\_\_\_\_ §

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he (she) executed the same for the purpose and consideration therein expressed, in his (her) capacity as \_\_\_\_\_ of \_\_\_\_\_, a Texas corporation (limited partnership), on behalf of said corporation (partnership).

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public in And for The State of Texas My Commission Expires On: \_\_\_\_\_

**Corporation or Partnership Certification (for plats with private street subdivisions):**

THE STATE OF TEXAS §  
COUNTY OF WOOD §

That I (we) \_\_\_\_\_ of (name of corporation/partnership), acting herein by and through its duly authorized officers and being the owner(s) of the property described above and wishing to subdivide same into lot(s) and block(s), do hereby adopt this plat attached hereto and titled “\_\_\_\_\_ to Wood County, Texas” as our legal subdivision of same and do hereby dedicate to the owners of the lots in said subdivision, public utilities serving said subdivision, emergency services providers with jurisdiction and public service agencies, the use of all the private streets and other easements shown hereon and do hereby grant an express easement across said private streets shown hereon for the use, benefit and accommodation of the County for any purpose related to the exercise of a governmental service or function, including, but not limited to emergency vehicle access, inspection services and code enforcement and for the mutual benefit, use and accommodation of all public utility entities. All streets shown hereon are private streets and are not dedicated for use as public streets or rights-of-way, and the public shall have no right to use any portion of such private streets. The sale of the lot(s) shown on this plat shall be made therewith subject to the restrictions and conditions recorded in the Texas Real Property Records of Wood County pertaining to said subdivision.

Name of Corporation

\_\_\_\_\_  
(Signature)

Printed Name of Authorized Representative/Partner  
Title

Mailing Address

City, State and Zip Code

STATE OF TEXAS §  
COUNTY OF \_\_\_\_\_ §

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he (she) executed the same for the purpose and consideration therein expressed, in his (her) capacity as \_\_\_\_\_ of \_\_\_\_\_, a Texas corporation (limited partnership), on behalf of said corporation (partnership).

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public in And for The State of Texas My Commission Expires On: \_\_\_\_\_

**Deed of Trust (Lien) Holder Acknowledgement:**

The Deed of Trust (Lien) Holder signed below hereby acknowledges that they have reviewed the subdivision of the property described in the above dedication and are familiar with the effect of this subdivision on property on which they hold a deed of trust (lien). Those signing below hereby concur in and join in the dedication of the property described in the above dedication.

Name of Deed of Trust (Lien) Holder:

\_\_\_\_\_

Mailing Address

\_\_\_\_\_

City, State and Zip Code

\_\_\_\_\_

By: \_\_\_\_\_  
Printed Name of Authorized Official

Title: \_\_\_\_\_

Property on which you hold a Deed of Trust (Lien):

“ \_\_\_\_\_ to Wood County, Texas”

STATE OF \_\_\_\_\_ §  
COUNTY OF \_\_\_\_\_ §

BEFORE ME, the undersigned authority, a Notary Public in and for the State of \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he (she) executed the same for the purpose and consideration therein expressed and, in the capacity, therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public in And for The State of \_\_\_\_\_ My Commission Expires On: \_\_\_\_\_

**Wood County Commissioners Court Certification:**

I hereby certify that the attached and foregoing plat and field notes of \_\_\_\_\_, to Wood County, Texas" was approved by the Wood County Commissioners Court on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, such approval not to be construed as an obligation on the part of the County for the construction and/or maintenance of any road(s) or other improvements shown thereon.

Wood County Commissioners' Court

By: \_\_\_\_\_  
Wood County Judge

\_\_\_\_\_  
Commissioner Precinct 1

\_\_\_\_\_  
Commissioner Precinct 3

\_\_\_\_\_  
Commissioner Precinct 2

\_\_\_\_\_  
Commissioner Precinct 4

ATTEST:

\_\_\_\_\_  
County Clerk

**Surveyor's Certifications:**

I do hereby certify that I made an actual and accurate survey of the property on the ground by men working under my supervision during the month of \_\_\_\_\_, 20\_\_\_\_, and that all markers or monuments are correctly shown.

*Surveyor's Seal*

Name of Surveying Company or Surveyor

By: \_\_\_\_\_  
(Surveyor's Name)

R.P.L.S. # \_\_\_\_\_

## 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. <b>All Plats</b> 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.

## 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.

**SUBDIVISION APPLICATION FORM**  
**WOOD COUNTY, TEXAS**  
**(UPDATED 7/2022)**  
*Please Type or Print Information*

**This form shall be completed by the Property Owner or Applicant and submitted to the Subdivision Coordinator's Office along with the required number of copies of the respective plat, fees, and all other required information.**

Type of Plat Submittal: \_\_\_\_\_ Preliminary Plat \_\_\_\_\_ Final Plat \_\_\_\_\_ Revision \_\_\_\_\_ Cancellation \_\_\_\_\_

Proposed Name of Subdivision: \_\_\_\_\_

Applicant/Property Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Surveyor/Engineer's Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Total Acreage of Development: \_\_\_\_\_ Total Number of Lots: \_\_\_\_\_

Physical Location of Property: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

Intended Use of Lots: (Check all those that apply)

\_\_\_\_\_ Residential (Single Family) \_\_\_\_\_ Residential (Multi-family) \_\_\_\_\_ Other: \_\_\_\_\_  
(Please specify)

Property Located Within City ETJ: \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, Name of City: \_\_\_\_\_

Water Supply: \_\_\_\_\_ Electric Service: \_\_\_\_\_

Sewage Disposal: \_\_\_\_\_ Gas Service: \_\_\_\_\_

Telephone / Internet: \_\_\_\_\_ Water Well(s): \_\_\_\_\_

*Note: The submission plans/drawings, calculations, etc., along with this application makes such items public record, and the Applicant understands that they may be viewed and/or reproduced (copied) by the general public.*

(County Staff Use Only)

Application Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_

Fee Paid (Amount): \$ \_\_\_\_\_ Check #: \_\_\_\_\_ County Receipt #: \_\_\_\_\_

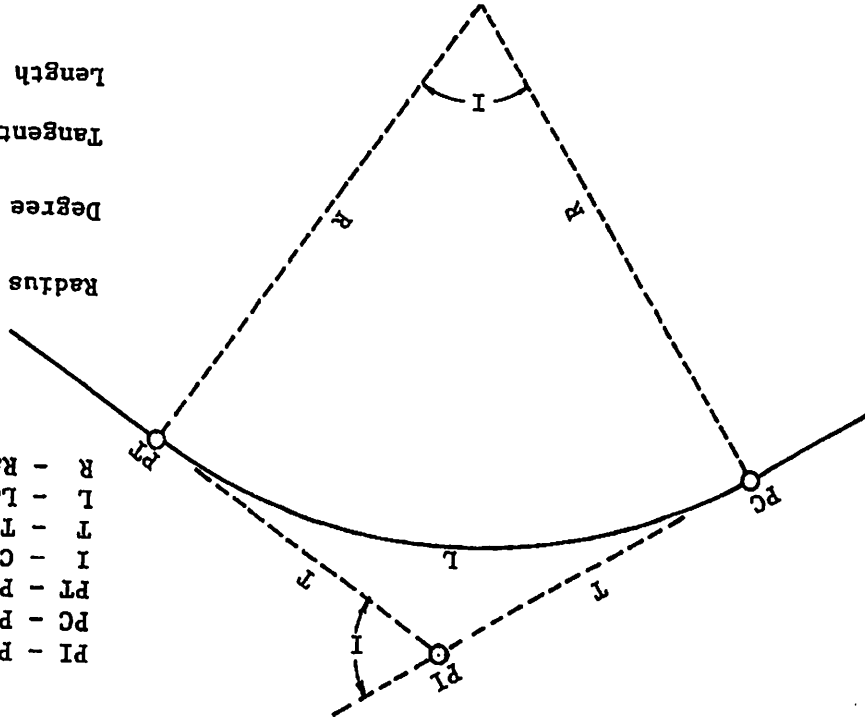


# APPENDIX C

ELEMENTS OF CIRCULAR CURVE

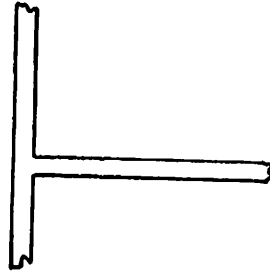
Radius :  $R = \frac{50}{\sin D/2}$   
 Degree of Curve:  $D = 100 \frac{I}{L}$   
 Tangent :  $T = R \tan \frac{I}{2}$   
 Length of Curve:  $L = 100 \frac{D}{I}$

- PI - Point of Intersection
- PC - Point of Curve
- PT - Point of Tangency
- I - Central Angle
- T - Tangent Distance
- L - Length of Curve
- R - Radius of Curve

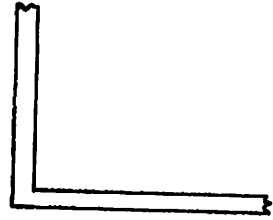


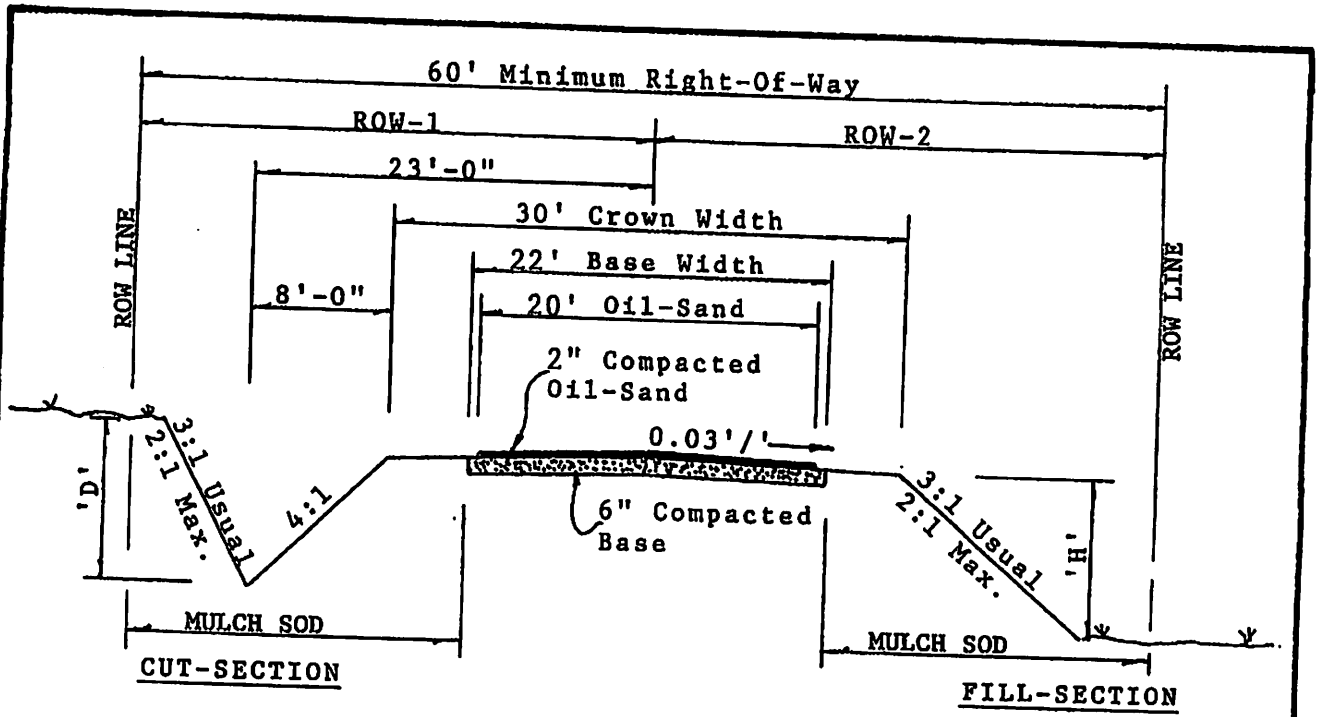
CURVE REQUIREMENTS		
CENTRAL ANGLE	MAXIMUM DEGREE OF CURVE	MINIMUM LENGTH OF TANGENT
0° To - 2° 59'	None Required	
3° To 15° 59'	4° 00'	200'
16° To 31° 59'	8° 00'	200'
32° To 48° 59'	18° 00'	150'
49° & Over	23° 00'	100'

"T" INTERSECTION



"EL" INTERSECTION (Not Permissible)





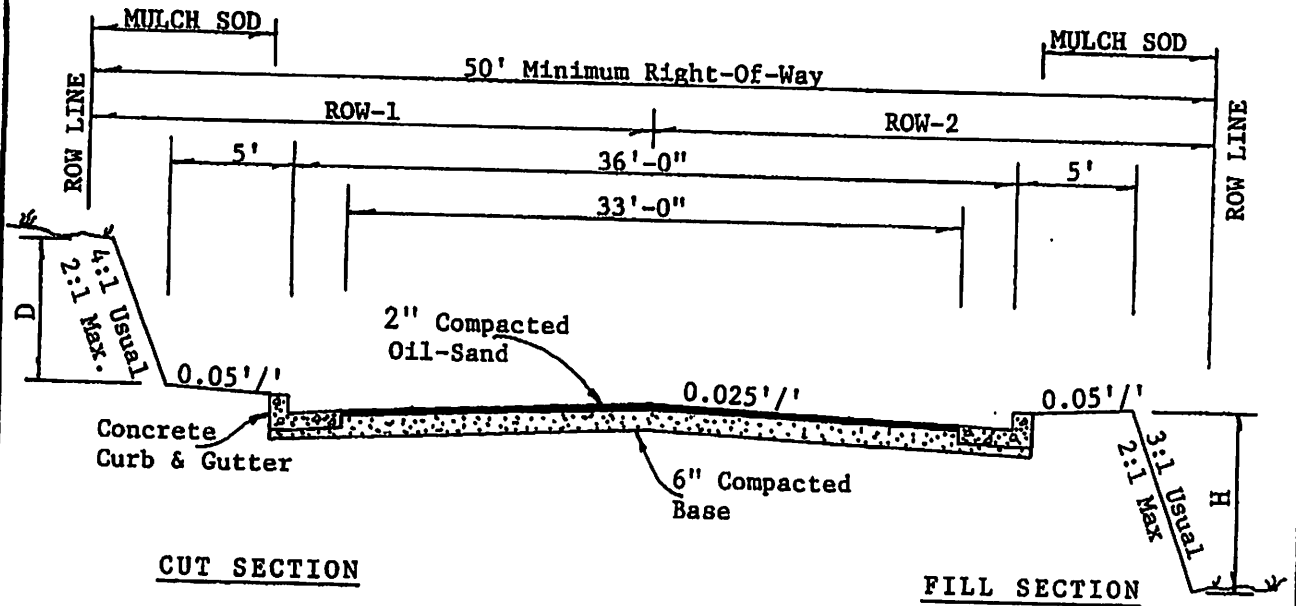
**TYPICAL ROAD SECTION WITH DITCHES**

**MINIMUM R.O.W.  
FOR CUT SECTIONS**

'D' (Ft.)	ROW-1 MINIMUM
0' To 2'	30'
2' To 6'	35'
6' To 8'	40'
8' To 11'	45'

**MINIMUM R.O.W.  
FOR FILL SECTIONS**

'H' (Ft.)	ROW-2 MINIMUM
2' To 7'	30'
7' To 10'	35'
10' To 12'	40'
12' To 15'	45'



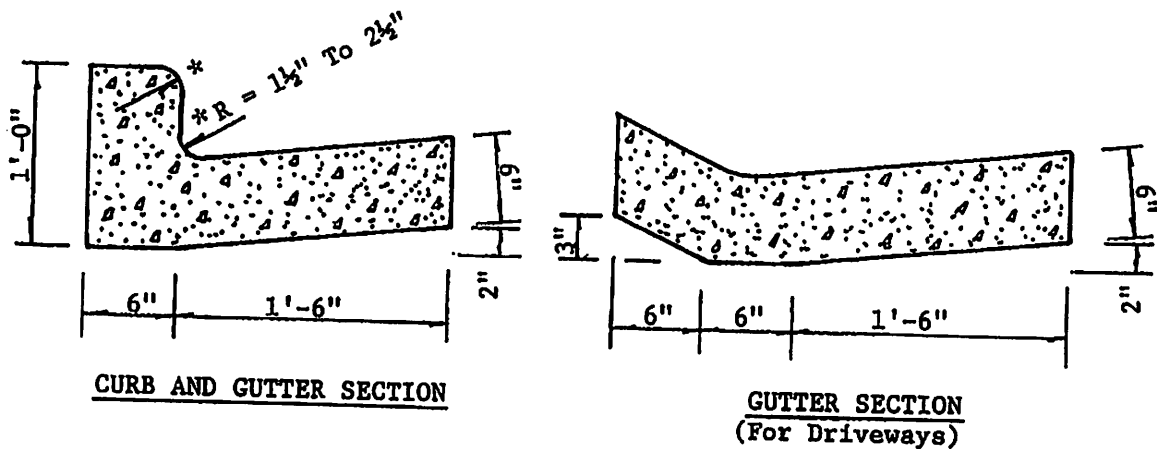
CUT SECTION

FILL SECTION

TYPICAL ROAD SECTION WITH CURB AND GUTTER

MINIMUM R.O.W. FOR CUT SECTIONS	
'D' (Ft.)	ROW-1 MINIMUM
0' To ½'	25'
½' To 2'	30'
2' To 4'	35'
4' To 8'	40'
8' To 11'	45'
11' To 14'	50'

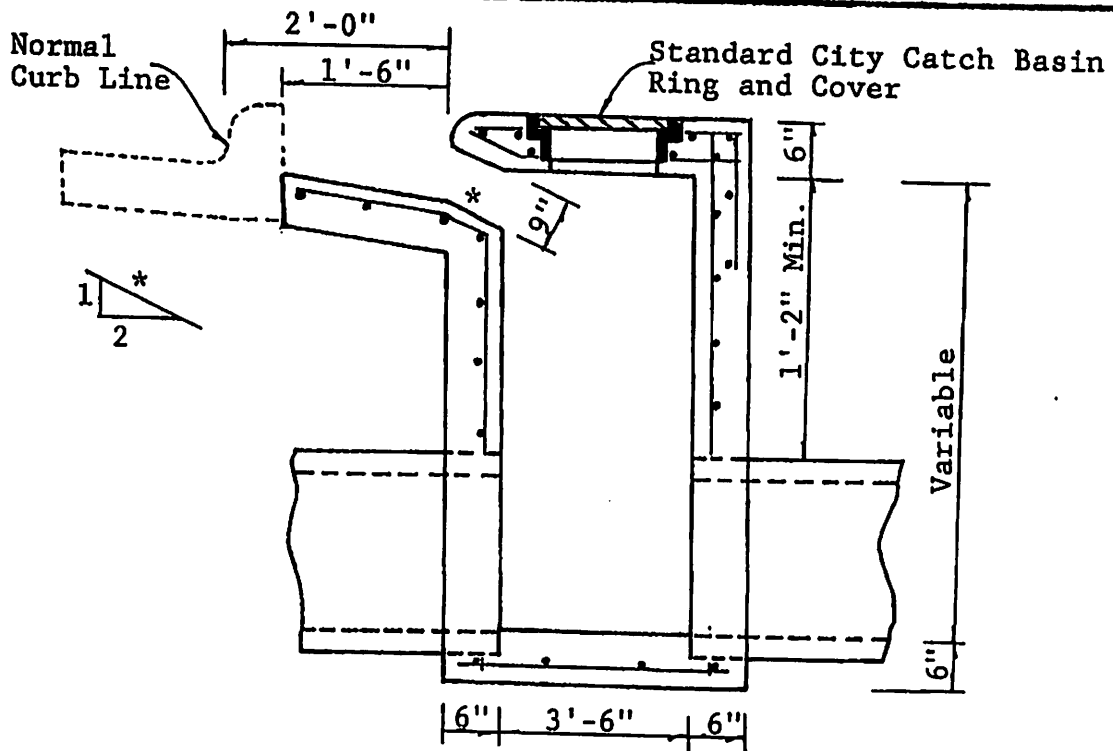
MINIMUM R.O.W. FOR FILL SECTIONS	
'H' (Ft.)	ROW-2 MINIMUM
0' To ½'	25'
½' To 2'	30'
2' To 4'	35'
4' To 8'	40'
8' To 11'	45'
11' To 14'	50'



TYPICAL CONCRETE CURB AND GUTTER SECTIONS

**GENERAL NOTES:**

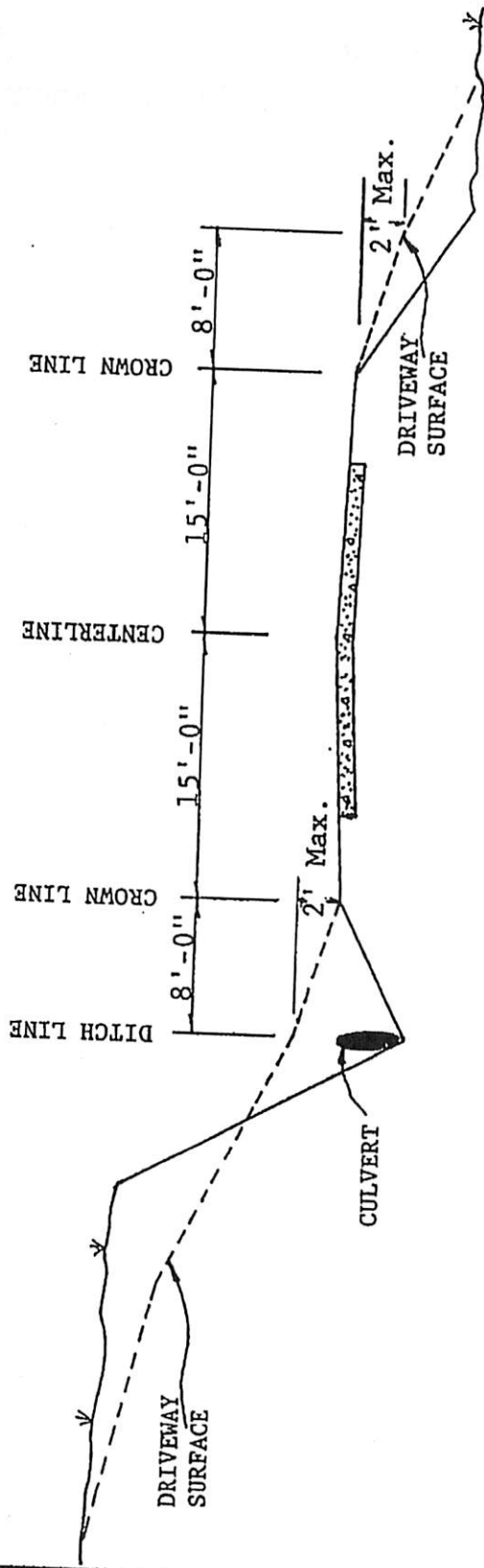
1. One-half ( $\frac{1}{2}$ ) inch Premolded Expansion Joints shall be placed on 50 feet spacings and contraction joints (dummy joints) placed on 10 feet spacings.
2. The premolded expansion joint material shall meet the requirements for "Preformed Fiber Material" as shown by Item 420 of the Standard Specifications For Construction of the SDHPT.
3. Concrete shall contain a minimum of five (5) sacks of portland cement per cubic yard of mixture.
4. On curves the alignment of the curb and gutter shall coincide with the curve and shall not consist of short tangent segments.
5. Construction of concrete curb and gutter shall comply with Item 530 of the Standard Specifications For Construction of the SDHPT.



**GENERAL NOTES:**

1. Catch basins shall be recessed 2'-0" from the normal curb line.
2. All reinforcing steel shall be 1/2" bars spaced on 6" centers in both directions. The lid shall be provided two mats of steel. Bars shall be placed as shown.
3. Inlet openings shall be 5' wide. Multiple openings shall be separated by 6" wide reinforced supports.
4. Construction of Inlets shall comply with Item 470 of the Standard Specifications For Construction of the SDHPT.

PLAN FOR INLET



DRIVEWAY IN CUT SECTION

DRIVEWAY IN FILL SECTION

TYPICAL SECTION SHOWING  
DRIVEWAY REQUIREMENTS

GENERAL NOTES

1. In cut sections, the maximum rise of the driveway from the crown line to the ditch line shall be two (2) feet.
2. In fill sections, the maximum fall from the crown line to 8 feet out shall be two (2) feet.
3. When a driveway is constructed of portland cement concrete, the concrete shall not be placed between the crown line and the centerline. Asphaltic type materials can be used for this area.
4. Culverts for driveways shall be placed 23'-0" off of the centerline.

**PREPARED BY THE WOOD COUNTY COMMISSIONERS OFFICE AND LEGAL  
REVIEW PROVIDED BY WOOD COUNTY CRIMINAL DISTRICT ATTORNEY'S  
OFFICE**