

¹WOOD COUNTY SUBDIVISION CHECKLIST
New Subdivision / Phase to an Existing Subdivision

Subdivision Name: _____

Owner / Developer: _____

Location: _____ Pct: _____

	Completed Application
	Original Certified Tax Certificate for property – Must obtain from Wood County Tax Office (Please contact Mineola ISD if located within their school district) (Tax certificates must be original with raised embossed seal and signature)
	Completed Lienholder Acknowledgement form with Copy of Deed of Trust
	Letter from OSSF regarding Septic Permit - this requires a full Environmental Development Plan provided by a Professional Registered Sanitarian or Professional Engineer complete with a Site Plan, Topographical Map, 100 yr flood plain map, Soil Survey, location of water wells, Location of <u>easements as identified in section 285.4 on page 26 of Subdivision Rules and Regulations.</u>
	Letter from the SRA if located in the Lake Fork Area. This letter is required from the SRA for septic permitting and will require a full Environmental Development Plan provided by a licensed Registered Sanitarian or Professional Engineer complete with a Site Plan, Topographical Map, 100 yr flood plain map, Soil Survey, location of water wells, Location of easements <u>as identified in section 285.4 on page 26 of Subdivision Rules and Regulations.</u>
	Stormwater Pollution Prevention Plan (SW3P) required if clearing or disturbing 1 acre or more of land within a development according to TCEQ regulations located on page 28 of Subdivision Rules and Regulations. This plan can be provided by a Registered Sanitarian or Professional Engineer.
	Will Serve Letter from Water Supply Corporation stating the availability to provide services to location and number of lots.
	Will Serve Letter from Electric Supplier stating the availability to provide services to location and number of lots.
	ETJ Letter from City if within 1 mile of City Limits

¹ Revised Form 2026

	Preliminary plat to be submitted via e-mail by surveyor for review <u>PRIOR</u> to final plat being submitted
	Final plat 1 Mylar with 3 Paper copies all Signed and Notarized 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 drainage report is required and must be built to County Specs according the Rules and Regulations see pages 22-30 of Subdivision Rules unless roadways are going to remain private. All private roads must be noted as such on the plat when submitted.
	Tx Dot Driveway Application if entrance / exit is located on US Highway, State Highway, or Farm-to-Market (FM) Roadway
	Groundwater Certification from TCEQ if Water Wells will be used for water supply.
	Fee payable to Wood County - Based on number of lots. 1-10 lots \$400.00 11-20 lots \$800.00 21 or more lots \$1200.00