



Planning Department
Minor Development Plat Submission Checklist

Development Name: _____

Date of submission: _____ A/C Date: _____

Submitted by: _____
Name Firm Phone

Plat Documents

- _____ Formal application (may use this checklist) and appropriate filing fee
- _____ Five blue or black line 18" x 24" copies of the development plat

Letters/Memos from all the following agencies having jurisdiction over improvements required or desired in the development plat or that need to be notified that development is occurring, including:

- _____ Kendall County Fire Marshal's Office (if in the ETJ)
- _____ Bandera Electric Co-op and/or Pedernales Electric Co-op
- _____ Texas Department of Transportation, if any state right-of-way is involved in streets or access points
- _____ Cow Creek Ground Water Conservation District
- _____ Cable and telephone wire services
- _____ Kendall County, if any county right-of-way is involved in streets or access points or if in ETJ
- _____ Kendall County Development office verifying approval of the On-site sewage facilities (OSSF) design for the intended use (if in the county);
- _____ Any other State or public agency approval with jurisdiction over improvements desired in the subdivision.

Infrastructure Documents

- _____ Three complete bound sets of design and construction documents - Each bound with a copy of the plat
- _____ Design Compliance Letter
- _____ Opinion of Probable Cost from Certified Design Professional

Notes _____

