

Department of Infrastructure
 County Engineer's Office
 3151 SE Inner Loop, Ste B
 Georgetown, TX 78626
 T: 512.943.3330
 F: 512.943.3335



Mailed:

SUBDIVISION CHECKLIST

Subdivision Name: _____

Subdivision Address: _____

Surveyor/Engineer contact: _____ Telephone: _____

Surveyor/Engineer's Address: _____

Surveyor/Engineer's Email: _____

Owner's Name: _____ Telephone: _____

Owner's Address: _____

Owner's Email: _____

REVIEW: Each survey plat requires formal review and signature by Williamson County Engineer's office. Reviews by the County Engineer's office require a site visit with profile holes open for inspection and a review for plat notes listed below. Please review plat for correct notes on checklist.

First Review Sign Off ▼

**All items marked with an asterisk (*) need to be addressed.
 Checklist below is for office use only. Please do not fill out anything below.**

Second Review Sign Off ▼

() 1. SIGNATURE BLOCK: "Based upon the above representations of the engineer or surveyor whose seal is affixed hereto, and after a review of the survey as represented by the said engineer or surveyor, I find that this plat complies with the requirements of Edwards Aquifer Regulations for Williamson County and Williamson County On-Site Sewage Facility Regulations. This certification is made solely upon such representations and should not be relied upon for verifications of the facts alleged. The Williamson County Engineer's office and Williamson County disclaim any responsibility to any member of the public for independent verification of the representations, factual or otherwise, contained in this plat and the documents associated with it."

J. Terron Evertson, PE, DR, CFM County Engineer	Date
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() 2. MAP: The review must include an accurate map of the subdivision location in relation to major roads.

() 3. FEES: A review submittal must be accompanied by the payment of the appropriate fees: \$125.00 per subdivision PLUS \$20.00 per lot.

() **4. EDWARDS AQUIFER RECHARGE ZONE (EARZ):** The following notation should be included IN the engineer or surveyors signature statements over the seal and signature: **“This tract is/is not located within the Edwards Aquifer Recharge Zone.”**

() **5.** If the tract is located within the EARZ and the lots are 5 acres or less, include the following plat note: **“No construction in the subdivision may begin until the Texas Commission on Environmental Quality (TCEQ) has approved the Water Pollution Abatement Plan (WPAP) in writing.”**

() **6.** If in the EARZ submit copy of approved WPAP. Williamson County Engineer’s office requires that any mapped recharge features found in the WPAP geologic assessment be shown on the plat with all required OSSF setbacks. If exempted from a WPAP submit written exemption from TCEQ. Contact TCEQ at 512.339.2929.

() **7. EDWARDS AQUIFER RECHARGE ZONE (EARZ) DESIGN:** For lots over the EARZ, include the following note: **“On-Site Sewage Facilities must be designed by a Registered Professional Engineer or Registered Sanitarian.”**

() **8. WATER SERVICE:** Include the following note: **“Water service for this subdivision will be provided by _____.”**

() **9. WATER SERVICE:** If a water district or corporation supplies water services to the proposed lot(s), then a letter from the supplier(s) must be provided verifying that services or a meter will be provided for each lot.

() **10. SEWER SERVICE:** Include the following note: **“Sewer service for this subdivision will be provided by On-Site Sewage Facilities.”**

() **11. WELLS AND OSSF:** If the lots are to be served by private wells and OSSF’s, the plat must show a 100’ sanitary easement around the approved well site within which no absorptive type of OSSF may be located. **PROPOSED WELLS MUST BE LOCATED 50’ FROM THE PROPERTY LINE.** The easements of neighboring wells that encroach the subdivision must also be shown.

() **12. OSSF:** The locations of existing septic systems and absorption fields must be shown on a scale drawing.

() **13. 100 YEAR FLOOD PLAIN MAP:** The blue line must show the 100 year flood plain and flood way.

() **14. LOT SIZE:** If lots will utilize an OSSF, the review must show the square footage of each lot. All lots utilizing OSSFs must be at least one (1) acre in size. Lots that are NOT supplied by organized water must be at least two (2) acres in size. The minimum lot size shall equal the number of houses times the minimum lot size for each house. Special requirements apply for duplex, triplex and multifamily residential. In calculating minimum lot sizes for compliance with these rules, recognizable bed and banks of wet weather creeks, bodies of water and dedicated public road easements shall be excluded from the overall square footage of the lot.

() **15. CONTOURS:** If OSSFs will be constructed, the submittal must include a topographic map showing ten-foot (10’) contours.

() **16. DRAINAGE PLAN:** If served by OSSF’s, a comprehensive drainage impact plan must be provided. This report must relate how current and future drainage patterns will or will not effect the proper function of On-Site Sewage Facilities (OSSF). This report must state that positive drainage will occur throughout the entire tract and improvements will be made if drainage problems become apparent.

**First Review
Sign Off ▼**

**Second
Review Sign
Off ▼**

() 17. SOILS: If the subdivision is to be served by OSSFs, a representative number of test holes, located in representative areas of the subdivision, are required in order to acquire an adequate profile of soil conditions in the area. The results of these test holes must be submitted, addressing depth and type of soils, percolation potential, depth to rock or bedrock, and location / depth of any evidence of seasonal groundwater strata. Any other information which will influence the expected long-term function or design of OSSFs must be included. If seasonal groundwater is indicated at a depth shallower than six-and-a-half feet (78”), holes must be provided on adjacent lots until the horizontal limits of the shallow groundwater strata are identified. A Registered Professional Engineer (P.E.) or Registered Sanitarian (R.S.) must provide this information. A copy of our site/soil evaluation form is available upon request.

() 18. OSSF TYPES: Provide a complete report detailing the types of OSSF to be considered and their compatibility with area wide drainage and groundwater. A Registered Professional Engineer (P.E.) or Registered Sanitarian (R.S.) must provide this information.

() 19. EASEMENTS AND SETBACKS: If the subdivision is to be served by OSSFs, the plat must indicate a 25 foot (25’) setback from any drainage way or proposed excavated drainage easements and a 75 foot (75’) setback from any watercourses. The easements should be labeled “25’ or 75’ OSSF setback” as needed. No drainage easement may be created within 25’ of adjoining properties unless a natural drainage-way existed there prior to development or permission of the adjoining property owner is given.

() 20. OTHER:

Questions may be addressed to: _____ Date: _____
_____ Date: _____
_____ Date: _____
_____ Date: _____
_____ Date: _____

() READY FOR SIGNATURE: Please submit a copy of final plat or mylar for signature. _____ Date: _____

() SUBMIT COPY OF RECORDED PLAT: Please submit a copy of signed recorded plat. This must be received before any permits can be issued in the subdivision. _____ Date: _____