

**Tom Green County**  
**Subdivision of Land/Manufactured Home and Rental Community Application Form**  
**(Please Print or Type)**

Is location within the City of San Angelo Annexation plan portion of the ETJ?  
(If you are not sure, contact the respective County Commissioner.)

Yes \_\_\_\_\_ **STOP! FILE PLAT WITH CITY OF SAN ANGELO PLANNING DEPT.**

No \_\_\_\_\_ Continue filling out application

**Step 1: Review Phase**

Type of Request:

Subdivision of Land: Preliminary \_\_\_\_\_ Final \_\_\_\_\_ Revision of a Plat (Re-plat) \_\_\_\_\_

Amended \_\_\_\_\_ Cancellation \_\_\_\_\_

\_\_\_\_\_ Manufactured Home Rental Community Infrastructure Development Plan (IDP)

Tom Green County Precinct # \_\_\_\_\_

Developer/Owner(s) \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Name for Proposed Subdivision of Land/IDP:

\_\_\_\_\_

Location: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_

Proposed Land Use: \_\_\_\_\_

(For a cancellation of a plat, provide a description of the area to be cancelled)

Total Acreage: \_\_\_\_\_ Number of Proposed Lots/spaces: \_\_\_\_\_

**FOR THE CANCELLATION OF A PLAT STOP AND PROCEED TO Step 2: Application Phase**

Proposed Source of Water Supply:

Individual Well \_\_\_\_\_

Water Supply \_\_\_\_\_

Name of Water System \_\_\_\_\_

Are any off-site drainage, access or other easements necessary for this subdivision?

No \_\_\_\_\_

Yes \_\_\_\_\_ (Please explain)

\_\_\_\_\_  
\_\_\_\_\_

Are there any active deed restrictions on the property?

No \_\_\_\_\_

Yes \_\_\_\_\_ Please give deed of record reference:

Volume \_\_\_\_\_ Page \_\_\_\_\_ OR

Instrument number \_\_\_\_\_

Are you requesting any variances to the Tom Green County Subdivision Regulation?

Yes \_\_\_\_\_

No \_\_\_\_\_

If yes, please identify the section from the TGC Subdivision Regulation for which you are seeking a variance.

What is the variance? \_\_\_\_\_

**The following must be submitted along with this application for review to the Plat Reviewer (TGC Environmental Health Department):**

- 1. Copy of the Plat. (Provide either an electronic or paper copy to each Commissioner for review)
- 2. Development/Suitability study per TAC 30 Chapter 285.4 (c).
- 3. Written notification from water system stating they are capable and willing to provide water to the subdivision. (If water is already present, a statement from the owner/representative is acceptable.)
- 4. Written notification from CVCOG 911 Addressing Coordinator indicating road names and addresses.
- 5. Prior to the Plat Reviewer certifying the application complete for submission to the County Clerk, provide written notification from the respective Commissioner that they have reviewed and concur with the proposed development and any variances requested.

**For Plat Reviewer Use Only**

Application is complete and all planning materials and written notifications have been received.  
The Letter of the Plat Reviewer’s findings is attached.

Application is certified complete      Yes (      )      No(      )

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Signature of Plat Reviewer \_\_\_\_\_ Date \_\_\_\_\_

**If yes:**  
This application may be submitted to the County Clerk with proper payment and may be placed on the Commissioners Court Agenda for Court Approval.

**If No:**  
The applicant may revise and resubmit the application.

## Step 2: Application Phase

Note: All items must be completed and payment made to the Tom Green County Clerk Real Estate Section prior to placement on the Commissioners Court Agenda.

**Provide this completed Application and the Letter from the TGC Plat Reviewer to the County Clerk**

Application fee paid by:

Owner \_\_\_\_\_

Representative \_\_\_\_\_.

The undersigned hereby applies for a subdivision of land/IDP approval in accordance with the Regulations for the Development of Subdivisions and Manufactured Home and Rental Communities as set out by the Commissioners Court of Tom Green County and certifies that the information contained on this application is true and accurate.

**FOR CANCELLATION OF A PLAT:**

OWNER(S) ATTEST THAT THIS CANCELLATION DOES NOT INTERFERE WITH THE ESTABLISHED RIGHTS OF ANY PURCHASER WHO OWNS ANY PART OF THE SUBDIVISION.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Date

Total Paid \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_

The owner is aware that there will be an additional filing fee after approval by the Tom Green County Commissioners Court. The filing fee is due to the Tom Green County Clerk Real Estate Section at the time of filing.

## Step 3: Filing Phase

Once the Application Phase has been approved through Commissioners Court, the owner or representative must file the approved plat with the County Clerk before selling any lots.

If Improvements are required: Prior to Signatures, provide:

1. Evidence all plat improvements have been completed or
  - a. Performance Agreement (bond) or
  - b. Letter of Credit or
  - c. Other documentation as directed by the respective Commissioner.

Submit the following documents for filing:

2. Tax Certificate showing no delinquent taxes are owed
3. Payment fee for Filing
4. Field Notes if Required
5. Minimum of 1 ea. Mylar copy of the plat with all signature blocks filled out
6. Minimum of 2 ea. ( Minimum 11"X17" maximum 24"x 36") copies of the plat with all signature blocks filled out

Date of Commissioner's Court Action: \_\_\_\_\_