



CITY OF BLUE RIDGE

PLAT SUBMITTAL CHECKLIST

Check When Completed	Date of Completion	Action Needed
		Pre-Development Meeting
		Letter of Intent
		Completed Development Application Form
		Paid Retainer Fee (\$1,000) or Plat Fee (\$350 +\$5 per lot)
		Proof of Paid Property Taxes, or other Obligations of Assets regarding property
		Engineer's Summary Report
		Deed of Property
		Approval from TxDOT regarding entrances, driveways, etc.
		Confirmation from all utilities that service can be provided
		OSSF Approval from Collin County with approved notes on the Plat (ensure all processes are paid and completed through Collin County Development Services prior to final submittal to City) <ul style="list-style-type: none"> • Critical for properties in ETJ
		Four (4) sets of completed survey (24"x36") to scale
		One (1) pdf of the drawings
		One (1) set of Civil Plans (24"x36") to scale, if applicable
		One (1) pdf of Civil Plans, if applicable

I certify all documentation applicable will be completed prior to submittal to the City of Blue Ridge.

 Owner/Developer Signature

Date: _____