

Steps for Platting in the ETJ

1. Have a survey created to show how the property is intended to be subdivided (placed into more than one tract of land)
2. Fill out the OSSF Permit Application from Collin County Development Services (the County oversees all septic systems and requires specific information on the Plat)

Documents on Collin County Development Services webpage:

<https://www.collincountytx.gov/Services/Engineering/Development-Services/on-site-sewage-facilities>

3. Permit Application: Collin County has an online application system: <https://erpmunispub.collincountytx.gov/energovprod/selfservice#/applicationAssistant?sectionName=Trending&showTemplates=false>
4. Rural Address Application is part of the Permit Application package from the link above.
5. You will need to choose and hire a site evaluator regarding the placement(s) of septic systems https://www.collincountytx.gov/Services/Engineering/Development-Services/Documents/Site_Evaluator_Info_Sheet.pdf
6. If your property requires entries from a Farm-to-Market Road, you will need to complete the TxDOT Driveway Permit https://www.collincountytx.gov/Services/Engineering/Development-Services/Documents/Driveway_TXDOT.pdf
7. The City's part of the process is **LAST** and it typically takes us 45-60 days if all documentation is on the Plat correctly. The core of the project lies with Collin County's regulations surrounding OSSF (On Site Sewage Facility), drainage, County maintained streets and any other aspects where the County would take responsibility. For more information from Collin County, you can contact Development Services at 972-548-5585 or visit their website at <https://www.collincountytx.gov/Services/Engineering/Development-Services>.
8. Once these items have been addressed, the approvals and notes from Collin County will need to be relayed to your surveyor to be placed on the Plat. The Plat will then need to be taken back to Collin County Development Services with the notes in order to have the Registered Sanitarian sign the Plat.
9. Then the Plat comes to the City of Blue Ridge and will be scheduled for the next Council meeting. We charge \$350 + \$5 per lot and fees must be paid prior to attending a Council meeting. The City Council will hear nearby property owners of positives or negatives at the Public Hearing, then Council acts on the Plat. If approved, all parties will sign the Plat, your surveyor will sign and attach his seal.

THE PROPERTY OWNER OR SURVEYOR MUST ATTAIN A TAX CERTIFICATE FROM THE COLLIN COUNTY TAX OFFICE AND TAKE THE PLAT TO THE COUNTY CLERK'S OFFICE TO FILE. All taxes must be paid in full prior to having the Plat filed. Once the Plat has been filed, a filed copy MUST be returned to the City of Blue Ridge within 5 days of filing.