



# **Williamson County Subdivision Regulations**

**Adopted and Effective**  
**as of**  ,

# Resolution & Order

THE STATE OF TEXAS

§

§ KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF WILLIAMSON

§

THAT ON THIS, the [redacted] day of [redacted], 2021, the Commissioners Court of Williamson County, Texas, met in duly called and convened lawful Session at the County Courthouse in Georgetown, Texas, with the following members present:

Bill Gravell, Jr.	County Judge
Terry Cook	Commissioner, Precinct One
Cynthia P. Long	Commissioner, Precinct Two
Valerie Covey	Commissioner, Precinct Three
Russ Boles	Commissioner, Precinct Four

And at said meeting, among other business, came up for consideration and adoption the following Resolution and Order:

**WHEREAS**, the Commissioners Court of Williamson County, Texas, has, after proper notice, held a public hearing concerning a proposed revision of the Williamson County Subdivision Regulation; and

**WHEREAS**, after soliciting the public's comments, the Commissioners Court finds that the adoption of revised Regulations will be in the public interest;

**NOW THEREFORE BE IT RESOLVED**, that the Williamson County Commissioners Court hereby adopts the attached document as the revised Williamson County Subdivision Regulations and **orders** that they be in full force and effect on [redacted], 2021; and

**FURTHER RESOLVED**, that County Judge Bill Gravell, Jr. be, and is hereby authorized to sign this Resolution and Order as the act and deed of the Williamson County Commissioners Court.

The foregoing Resolution and order was lawfully moved by Commissioner [redacted], duly seconded by Commissioner [redacted], and duly adopted by the Commissioners Court on a vote of [redacted] members for the motion and [redacted] members opposed with no commissioner being absent from the dais.

\_\_\_\_\_  
Bill Gravell, Jr., Williamson County Judge

\_\_\_\_\_, \_\_\_\_\_  
Date

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# Williamson County Subdivision Regulation

On March 12, 1971, acting pursuant to Section 232.003, Texas Local Government Code, the Williamson County Flood Damage Prevention Order and the Rules of the Williamson County On-Site Sewage Facilities Program, the Commissioners Court of Williamson County adopted the following Regulations governing the subdivision of land. They were further revised on July 10, 1972, February 23, 1976, September 28, 1978, July 20, 1992, October 19, 1992, March 15, 1993, January 24, 1995, February 1, 2000, August 20, 2013, October 24, 2017, January 18, 2018, December 17, 2019, June 22, 2021 and           , 2021. These Regulations shall be known as the Williamson County Subdivision Regulations.

These revised Regulations, as well as required review fees, shall apply to all new Applications received on or after the date these revised Regulations were adopted by the Williamson County Commissioners Court. Any subdivision applications that were originally submitted prior to that date shall be subject to the Regulations and any applicable fees that were in effect at the time of the original submission, unless, at the applicant's option, the applicant elects to proceed under the new regulations or requirements (reference is made to Section A4 of these Regulations). Compliance with these Regulations shall be prerequisite to the approval of any subdivision by Williamson County, except insofar as they may conflict with any applicable state statute.

## Section 1 - Purpose

1.1 These Regulations have been prepared in general to aid in the orderly development of Williamson County, Texas, and provide guidelines which will lead to a desirable environment. Specifically they have been prepared for the following purposes:

- To furnish the Owner with guidance and assistance in the expedient preparation and approval of his or her plat.
- To protect the citizens of Williamson County by providing subdivision and development guidelines for residential, commercial, and industrial subdivisions.
- To provide for the welfare of the public by providing guidelines for the location, design, and construction of roadways, roadway intersections, drainage improvements and other features that provide for the safety of the general public.
- To provide for the proper arrangement and construction of roads, and to ensure the proper relationship of roads to existing or planned roads.
- To ensure adequate access for emergency response vehicles.
- To ensure that the Williamson County will not be burdened with substandard roads in the future.

## Section 2 - Definition of Terms

### 2.1 **100-year Floodplain**

Any land subject to a one percent or greater chance of flooding in any given year. This is also referred to as the 1% annual exceedance probability floodplain, or the 1% annual chance floodplain.

### 2.2 **100-year Storm**

A rainfall event having a one percent probability of occurrence in any given year. This is also referred to as the 1% annual exceedance probability storm, or the 1% annual chance storm.

### 2.3 **Application**

A submittal that includes a completed Plat or Construction Plan Application form (as found in Appendix D) along with all required attachments which may be required as part of that submittal and the appropriate review fee. These attachments may include, but are not limited to, drawings, drainage or geotechnical reports or electronic data files.

### 2.4 **Base Flood Elevation (BFE)**

The water surface elevation resulting from the flood that has a one percent chance of equaling or exceeding that level in any given year (also called the Base Flood).

### 2.5 **Block**

A tract of land bounded by actual or platted roads, waterways or other definite boundaries, or a combination thereof.

### 2.6 **County**

All references in these Regulations to the "County" shall mean Williamson County.

### 2.7 **Condominium Development**

A form of real property with portions of the real property designated for separate ownership or occupancy, and the remainder of the real property designated for common ownership or occupancy solely by the owners of those portions. For the purposes of these Regulations, Condominiums shall include all developments created under Chapter 82 of the Texas Property Code, also known as the Uniform Condominium Act.

### 2.8 **County Engineer**

All references in these Regulations to the "County Engineer" shall be construed to refer to the Williamson County Engineer or his/her representative as authorized by the Williamson County Engineer. If review is being conducted by a 3<sup>rd</sup> party (non-Williamson County employee), all variances and material substitutions must be approved in writing by either the County Engineer, Sr. Director of Infrastructure, or Subdivision Development Supervising Engineer.

### 2.9 **Creek**

A blue line on a United States Geological Survey (USGS) map, a defined waterway, or any water way with an identified local or regulated 100 yr. floodplain. If there are discrepancies, the Williamson County Floodplain Administrator will make the final decision.

2.10 **Cul-de-sac**

A road having one terminus open for vehicular or pedestrian access and the other terminated by a vehicular turnaround

2.11 **Daughter Tract/Daughter Parcel**

Any of the tracts created by division of a parent tract, including the remainder of the parent tract itself.

2.12 **Dwelling unit:**

Any room or group of rooms located within a structure and forming a single habitable unit with facilities which are used, or are intended to be used, for living, sleeping, cooking and eating.

2.13 **Easement**

A grant by the property Owner for the use of a strip or parcel of land by the public or utilities, or for any private purpose.

2.14 **ETJ (Extraterritorial Jurisdiction)**

The unincorporated area that is contiguous to the corporate boundaries of a city, as defined by that city, and within various distances of the municipality depending on the number of inhabitants of a municipality. Within an ETJ, cities have statutory authority to adopt rules governing plats and subdivisions.

2.15 **FEMA**

The Federal Emergency Management Agency, a federal agency of the Department of Homeland Security.

2.16 **Final Plat**

A map or drawing of a proposed subdivision (1) based on an approved preliminary plat, except for minor plats, (2) prepared in accordance with the requirements of Appendix K, and in a manner suitable for recording in the Williamson County records, (3) prepared in conformance with the conditions of preliminary approval previously granted by the Commissioners Court, and (4) meeting the requirements of Section 5. It is a recording plat.

2.17 **Guidelines**

The Engineering Guidelines contained in Appendix B as part of the Williamson County Subdivision Regulations, as amended.

2.18 **Impervious Cover**

The total area of any surface that prevents the infiltration of water into the ground, such as roads, driveways, parking areas, concrete, sidewalks, structures and buildings.

2.19 **Improvements**

Any or all road pavements, curbs and gutters, sidewalks, utilities, drainage facilities, topsoil, trees, grading, signs and crosswalks, and may also include walkways, streetlights or any other items normally considered as public improvements. Streetlights and sidewalks are not maintained by Williamson County.



2.20 **LOG**

Lip of Gutter; the front edge of the curb. The point where the curb meets the roadway pavement.

2.21 **Lot**

For the purpose of these Regulations, a parcel or tract of land exclusive of any adjoining road or road right-of-way. A lot is separated from other parcels by a legal description, a subdivision of record or survey map, and shall meet the minimum dimensions, area and setback requirements of these Regulations.

2.22 **Major Thoroughfare**

Major thoroughfare shall mean an arterial road as defined herein, and all roads included either now or in the future in the Capitol Area Metropolitan Planning Organization (CAMPO) plan or the Williamson County Long Range Transportation Plan.

2.23 **Minimum Requirements**

Requirements when defined as minimum shall be the minimum acceptable requirements. Such requirements may be increased by the County due to unique issues pertaining to each subdivision.

2.24 **Minor Plat**

Is a recording plat of four or fewer lots not requiring the creation of new roads. For a minor plat, no area within the plat may include a FEMA-mapped floodplain nor have a watercourse whose upstream drainage basin is larger than 64 acres within or adjacent to the plat. It must also meet exemptions for detention outlined in Appendix B11 and meet the requirements of Section 5, 4.12 and 4.13.

2.25 **Multi-unit Residential Rental Development**

A platted lot or un-platted tract of land with two or more dwelling units under common ownership, including but not limited to single-family, duplexes, triplexes, quadplexes, or groups of detached dwelling units, offered for rent.

2.26 **Owner**

The person(s), developer, proprietor, or their successors, possessing title and/or lien to the property to be subdivided. This can also refer to the Owner's surveyor, engineer, lawyer, or planner who has been given authority to represent the Owner.

2.27 **Parent Tract/Parent Parcel**

The original tract/parcel owned by the Owner prior to any division.

2.28 **Plans**

Construction drawings, specifications, bidding forms and other documents required for construction.

2.29 **Precinct Commissioner**

The Williamson County Commissioner in whose precinct the subdivision is located.

2.30 **Preliminary Plat**

A map or drawing of a proposed subdivision prepared and meeting the requirements of Section 4. The purpose of this map is to show the proposed improvements to the Owner's property, as well as any proposed or future planned improvements on any adjacent properties. This map is also intended to show the existing topography to evaluate the existing and proposed drainage patterns.

2.31 **Recreational Vehicle (RV)**

A motorhome, travel trailer, truck camper, camp trailer, or vehicle used for similar purpose; with or without motive power; designed for human habitation or other occupancy.

2.32 **Recreational Vehicle (RV) Development**

A form of real property with portions of the real property designated for separate ownership or occupancy, and the remainder of the real property designated for common ownership or occupancy solely by the owners of those portions.

2.33 **Registered Professional Engineer**

A person licensed, as of the date of the plan being presented, to practice engineering by the Texas Board of Professional Engineers and Land Surveyors.

2.34 **Registered Professional Land Surveyor**

A person licensed, as of the date of the plan being presented, to practice land surveying by the Texas Board of Professional Engineers and Land Surveyors.

2.35 **Regulations**

The Williamson County Subdivision Regulations (this document), as amended.

2.36 **Road/Street**

The terms "street" or "road" are interchangeable and mean a vehicular access, including culverts and bridges, and are used to describe all vehicular ways regardless of any other designation they may carry. Any vehicular access that serves more than 3 residences is a road. All roads shall be categorized into one of the following functional classifications:

2.36.1 **Arterial Road**

Arterial roads are those that are principally regional in nature and are used for through or high-volume traffic and shall be divided into the following three sub-classifications:

- a. Roads which will serve vehicular traffic beyond the limits of the subdivision; and/or connect one collector or arterial with one or more collectors or arterials.
- b. Roads which are existing county roads, are at least one mile in length, and carry a numerical designation.
- c. Roads included as an arterial on a county or city transportation plan.

2.36.2 **Collector Road**

Collector roads are those which collect traffic from intersecting local streets and expedite the movement of this traffic to arterial roads or other collectors. Designations for collector roads are as follows:

- a. Minor Collector roads are those which typically connect local roads to neighborhood collector roads, major collector roads, or arterial roads.

- b. Collector roads are those which typically connect local roads and minor collector roads to major collector roads or arterial roads. A neighborhood collector road typically provides a greater travel way width or shoulder width when compared to a minor collector to accommodate more daily traffic.
- c. Major Collector roads are those which typically connect local roads, minor collector roads, and neighborhood collector roads to arterial roads. A major collector road typically provides a greater travel way width or shoulder width when compared to a minor collector road. Major collector roads also typically limit driveway access to accommodate a higher design speed when compared to other types of collector roads. A major collector typically accommodates more daily traffic when compared to other collectors.

#### 2.36.3 **Local Road**

Local roads are those which principally provide direct access to lots within a subdivision. A single local road may connect to an arterial road when the projected ADT is less than 1,000 and the local road does not connect to any additional intersecting roadways.

All roads shall also be classified as follows:

#### 2.36.4 **Urban Road**

For the purposes of these regulations, an urban road is any road with concrete curb and gutter, curb catch basins and storm sewer.

#### 2.36.5 **Rural Road**

For the purposes of these regulations, a rural road is any road without concrete curb and gutter with paved or gravel shoulders, ribbon curb, etc.

#### 2.37 **Stop Condition**

A stop condition exists when traffic is required to come to a full stop at intersections due to stop signs, clearly marked stop lines/bars or traffic signals (see Appendix B10).

#### 2.38 **Subdivision**

The division of a tract of land into two or more parts to lay out:

- (A.) a subdivision of the tract, including an addition;
- (B.) lots; or
- (C.) streets, alleys, squares, parks, or

(D.) other parts of the tract intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on, or adjacent to, the streets, alleys, squares, parks, or other parts (Sec 232.001, Texas Local Government Code, as amended).

The Williamson County Commissioners Court has adopted guidelines, incorporated in these Regulations as Appendix A, stating when Owners are required to file a plat for a subdivision.

#### 2.39 **Traffic Operations**

Involves planning for and controlling the movements of vehicles and groups of vehicles over streets and roadways for the purpose of attaining maximum efficiency and safety. Including but not limited to, the design and placement of signs, signals, pavement delineators, striping, school zones and speed zones.

2.40 **Travel Way**

The portion of a road or roadway intended for vehicular travel. Where concrete curb is installed, the travel way shall be measured LOG to LOG. In cases where a ribbon curb is installed, the travel way shall be measured from the inside edge to the inside edge of the ribbon curb (i.e., the ribbon curb is not included as part of the travel way). The travel way also does not include gravel or paved shoulders.

2.41 **TxMUTCD**

The latest edition of the Texas Manual on Uniform Traffic Control Devices.

2.42 **Utilities**

Public services that include electricity, gas, telephone, cable, water and wastewater.

2.43 **Utility**

All persons, firms, corporations, partnerships, municipality or other private authorities providing gas, electric, water, sewer, drainage facilities, telecommunications, cable television or other services of a similar nature.

## Section 3 - Plat Application Review and Approval Procedure

- 3.1 If the property to be platted lies entirely within the limits of a city, the Owner shall consult directly with that city pertaining to all platting procedures and requirements.
- 3.2 If the property to be platted lies entirely outside of the limits of a city and all ETJs, platting procedures and requirements shall be in accordance with these Regulations.
- 3.3 If the property to be platted lies fully or partially within the ETJ of a city, the platting procedure shall be accomplished in accordance with the current, applicable interlocal agreement (HB 1445) between the County and that city. A table is included in Appendix E summarizing the plat review and approval authority for the various ETJ's within the County.
- 3.4 For a condominium development, the development shall comply in all respects with these Regulations and the Williamson County Engineering Guidelines, and an Application for plat approval of the proposed Subdivision shall be prepared and submitted to the Commissioners Court in accordance with the terms and procedures set forth in this Section.
- 3.5 For a Recreational Vehicle development, the development shall comply in all respects with these Regulations and the Williamson County Engineering Guidelines, and an Application for plat approval of the proposed Subdivision shall be prepared and submitted to the Commissioners Court in accordance with the terms and procedures set forth in this Section.
- 3.6 For a Multi-unit Residential Rental Development, the development shall comply in all respects with these Regulations and the Williamson County Engineering Guidelines, and an Application for plat approval of the proposed Subdivision shall be prepared and submitted to the Commissioners Court in accordance with the terms and procedures set forth in this Section.
- 3.7 If the subdivision will contain on-site sewage facility (OSSF), an OSSF subdivision application shall be filed simultaneously with Williamson County OSSF Program. A tract that has been subdivided without compliance with the Williamson County Subdivision regulations will be ineligible to obtain a permit for the construction or modification of an On-Site Sewage Facility located on the tract.
- 3.8 In those ETJ's where the interlocal agreement provides for a joint review by both the city and the County (reference is made to Appendix E), an Application shall be filed with the city. If the subdivision will contain an on-site sewage facility (OSSF), an OSSF Subdivision Application must be filed simultaneously with the Williamson County OSSF Program regardless, if the property is located within the city limits, ETJ, or in an unincorporated area of the county.
- 3.9 Since the County must approve, approve with conditions or disapprove an Application within 30 days, it is the obligation of the Owner to submit a complete application to allow for proper review by the County. If this is not done, the submission will be considered incomplete, and a new application must be filed.
- 3.10 The application shall also be submitted to the appropriate emergency services district (ESD) or the County Fire Marshal's Office for review and comment.
- 3.11 The preliminary plat application, review and approval procedure will be the same as that for a final plat for subdivisions within the County.

- 3.12 If plat consists of four or fewer lots and does not require creation of new roads, the plat may be submitted for review and approval as a minor plat. For a minor plat, no area within the plat may include a FEMA-mapped floodplain nor have a watercourse whose upstream drainage basin is larger than 64 acres within or adjacent to the plat. It must also meet exemptions for detention outlined in Appendix B11 and meet the requirements of Section 5, 4.12 and 4.13.
- 3.13 Prior to any subdivision of land and any official submittal of a plat for review, it is recommended that the Owner set a meeting with the County Engineer. The Owner should present a draft preliminary plat on paper showing the proposed road alignments and lots and discuss any special issues of concern regarding the subdivision. The County Engineer will provide general comments and requirements to the Owner.
- 3.14 The Owner shall then submit to the County Engineer a completed application form (Appendix D), the appropriate application review fee and all other items listed in the plat completeness checklist (Appendix P). Confirmation of the receipt of a complete Application and fee will be provided to the Owner. Confirmation of receipt does not approve any portion of the Application, nor does it waive requirements for any additional information not contained as part of the Application which may also be needed as a part of the review process.
- 3.15 The County has 10 business days from the date the application was received to notify the Applicant of any missing items in order to be considered a complete application.
- 3.16 An Application is considered received by the Commissioners Court on the date the submittal is determined complete.
- 3.17 In such cases where additional information is needed, the 30-day review period will begin only after receipt of a complete application.
- 3.18 In those ETJ's where the interlocal agreement provides for a joint review by both the city and the County (reference is made to Appendix E), the applicable review fee for both the city and the county shall be paid in a lump-sum amount, payable to the city.
- 3.19 The County Engineer will review the Application for compliance with these Regulations.
- 3.20 If the application is disapproved, the County Engineer will return written comments and recommendations to the Owner or, in the case of a joint review, to the appropriate city.
- 3.21 The Owner shall address the comments and recommendations and submit a written response that remedies each reason for disapproval, and, if necessary, set a meeting with the County Engineer to resolve the comments.
- 3.22 The Owner shall resubmit the Application with the appropriate changes for additional review and/or recommendation for approval by the Williamson County Commissioners Court. An additional 15-day review period will begin upon receipt of a complete revised Application.
- 3.23 An Application shall expire five years after the date of the Application if the project becomes dormant, as defined by Section 245.005 of the Texas Local Government Code, as amended.
- 3.24 The review cycle (Subsections 3.17 through 3.21) shall continue until all comments have been addressed. No approval in any form including, but not limited to, the Judge's signature or verbal Commissioners Court action shall be given on any subdivision until the Owner has provided all necessary recorded easements and has met every subdivision requirement or has obtained a variance.

- 3.25 After all comments have been addressed, and prior to the County Engineer recommending approval of a preliminary or a final plat to the Commissioners Court, the Owner shall supply the County Engineer with four digital files of the plat. A paper copy is not required. One file shall be in an Adobe .pdf format, and the other files shall be in an AutoCAD .dwg, .dgn, and .shp format. All entities or objects within the AutoCAD drawing file shall be at zero elevation. The coordinate system of the electronic drawing shall be the Texas State Plane Coordinate System, Central Zone, U.S. Survey feet, grid coordinates. Right-of-way centerlines, real property boundary lines, (lots, blocks, external subdivision boundary, rights-of-way, etc.) and text shall each reside on independent or separate layers.
- 3.26 Two digital files of the plat shall also be supplied to the Williamson County 911 Addressing Coordinator in accordance with the requirements of Subsection B10.1.
- 3.27 After all comments have been addressed and the required digital files received, the County Engineer will place the plat and, if necessary, a variance request on the next available Commissioners Court agenda recommending approval.
- 3.28 If a plat or variance is not approved by the Commissioners Court, or is approved with condition(s), a list of items necessary to render the plat acceptable will be submitted to the Owner.
- 3.29 An approved preliminary plat is required prior to approval of a final plat.
- 3.30 Unless a preliminary plat approval is followed by a final plat approval within five years from the date of approval of the preliminary plat, the preliminary plat lapses and the preliminary plat must be resubmitted for approval.
- 3.31 A revised preliminary plat application shall be required if there has been a cumulative revision to 10% of the number of lots or a cumulative revision to 10% of the linear feet of road.
- 3.32 A revised preliminary plat may be required if there has been a revision to the applicable Flood Insurance Rate Map (FIRM) since the approval of the original preliminary plat.
- 3.33 It shall be unlawful to cause to be recorded, any preliminary plat of land with the County Clerk.
- 3.34 If the owner desires to make any changes to the final plat after it has been approved by the Williamson County Commissioners Court, but prior to recording, the Owner shall re-submit the final plat including the changes for additional review and/or recommendation for approval by the Williamson County Commissioners Court.
- 3.35 Following approval of a final plat by the Williamson County Commissioners Court, the Owner (or authorized Agent) shall submit the plat to the County Clerk for recording in accordance with the requirements of the County Clerk's office as found in Appendix K.
- 3.36 If a final plat is not recorded within five years of the approval by the Commissioners Court, the approval of the final plat expires. A single six-month extension may be granted by the Commissioners Court.



## Section 4 - Preliminary Plat Requirements

Every preliminary plat shall include all of the following:

- 4.1 Original submission date and/or date of revision, north arrow, scale and name of the proposed preliminary plat.
- 4.2 A legend with all acronyms, line work, and hatching defined and the plat must be legible with a minimum font size of 8-point type. Adequate space must be provided for time and date entries within signature blocks.
- 4.3 A vicinity map, drawn at a scale appropriate to show all nearby major roadways and sufficient in detail to identify the location of the proposed plat.
- 4.4 The preliminary plat (including the entire parent tract if only a portion of that tract is to be subdivided) shall be shown on a single sheet, regardless of its acreage. The preliminary plat may also be separately shown on multiple sheets if necessary, to show all detail and required information as required by this section.
- 4.5 Name, address, telephone number and email address of the professional individual(s) or firm(s) responsible for the preparation of the plat.
- 4.6 Name, address, telephone number and email address of the property Owner(s) of record.
- 4.7 All adjacent property owner's names, addresses, deed record, or subdivision name, block and lot number.
- 4.8 County boundaries, city limits, ETJ boundaries, and subdivision section and/or phase boundaries.
- 4.9 Size, in acres, of all daughter tracts including the remaining portion of the original tract.
- 4.10 Centerline tangent lengths and curve data for all proposed roads.
- 4.11 Road names and road designation (whether the road will be public or privately owned), pavement width and right-of-way width for all proposed roads within and all existing roads abutting the plat.
- 4.12 Survey ties across all existing right-of-way located adjacent to the boundary of the subdivision. Each tie shall show the bearing and distance from a proposed property pin to an existing property pin or fence if a pin cannot be found. Based upon this tie, an approximate right-of-way width shall be shown. The intent of this requirement is to assist in determining if additional right-of-way is needed.
- 4.13 A dimension from the centerline of the existing pavement to the edge of the right-of-way.
- 4.14 All existing property lines and proposed lot lines with approximate bearings and dimensions. For required lot widths and minimum lot size, refer to Appendix F1.
- 4.15 Building setback lines for each proposed lot. For building setback requirements, refer to Appendix F2.
- 4.16 Existing topographic contours at minimum two-foot intervals. Contour information shall be provided outside of the plat boundary to the extent necessary in order to establish off-site drainage patterns.



- 4.17 Proposed easements, existing easements and detention basins, if needed, based on the requirements outlined in Appendix B11.
- 4.18 Location of existing and proposed water and sanitary sewer utilities.
- 4.19 If the source of water intended to supply a subdivision is groundwater, then a report must be prepared by an Engineer or Geoscientist, licensed in the State of Texas, that certifies that there is adequate groundwater available for the subdivision, per the requirements in **Title 30, Part 1**, Chapter 230 of the Texas Administrative Code.
- 4.20 Location and size of all existing and proposed subsurface and surface water drainage facilities, including water bodies on or immediately adjacent to the subject property.
- 4.21 A Preliminary Plat Drainage Report shall be submitted with the preliminary plat. The report shall be signed and sealed by a professional engineer and is required to be complete and approved prior to approval of the preliminary plat. The Preliminary Plat Drainage Report must support and encompass the overall full extent of the preliminary plat and be sufficient in scope to support the layout of lots and roadways, runoff analyses, drainage infrastructure, detention needs, and any necessary floodplain study.
- If the proposed subdivision is not being phased or divided into multiple sections, or if there is no infrastructure to be constructed, the Preliminary Plat Drainage Report may also be considered the same as the Refined Drainage Report, if it is sufficient in detail and scope as outlined under the Refined Drainage Report requirements per Appendix B11.14.
- If the proposed subdivision has multiple sections and/or multiple phases, a subsequent refined and detailed drainage report will be required to support each section or phase as appropriate. These Refined Drainage Reports shall be included with the submission of associated construction plans. Each report must be sufficient in detail and scope as outlined under the Refined Drainage Report requirements per Appendix B11.14.
- At a minimum, the Preliminary Plat Drainage Report, submitted with the preliminary plat, must include items shown in Appendix B11.13.
- If the preliminary plat is exempt from detention requirements, does not require a floodplain analysis, and no infrastructure is to be constructed, then a drainage report is not required.
- 4.22 The location, zone classification and panel effective date of the 100-year floodplain as identified on the most current Williamson County Flood Insurance Rate Map (FIRM), published by the Federal Emergency Management Agency (FEMA).
- 4.23 If there are any areas within the plat that include a FEMA-mapped floodplain with a Zone A or AE classification, or if there exists within or adjacent to the plat any watercourse whose upstream drainage basin is larger than 64 acres, the plat shall also show the extent of the NOAA Atlas 14 100-year floodplain as determined by an engineering study under the seal of a Registered Professional Engineer. The NOAA Atlas 14 precipitation values shall be taken from the Williamson County rainfall zones for a 24-hour duration storm. Within Zone AE classification, the pre-Atlas 14 FEMA Zone AE, 500 yr. water surface elevation, may be utilized as an alternative to the 100 yr. NOAA Atlas 14 floodplain. These NOAA Atlas 14 precipitation zones and rainfall data, for Williamson County, can be found in Exhibit 2 and the associated tables. This study shall be sufficient in scope to determine and establish a base flood elevation (BFE) for all points within the plat. The 100-year floodplain boundary shall be shown on the plat.

- 4.24 The location of proposed cluster mailboxes, if they will be used.
- 4.25 Proof of submittal of preliminary plat to TxDOT must be provided for all lots with proposed access to a TxDOT roadway.

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## Section 5 - Final Plat Requirements

Every final plat shall include all of the following:

- 5.1 Final plats shall match the applicable area of the approved preliminary plat and shall be prepared using the approved, non-expired, preliminary plat as its template.
- 5.2 Original submitted date and/or date of revision, north arrow, scale and name of the proposed final plat.
- 5.3 A legend with all acronyms, line work, and hatching defined and the plat must be legible with a minimum font size of 8-point type. Adequate space must be provided for time and date entries within signature blocks.
- 5.4 A vicinity map, drawn at a scale appropriate to show all nearby major roadways and sufficient in detail to identify the location of the proposed plat.
- 5.5 Name, address, telephone number and email address of the professional individual(s) or firm(s) responsible for the preparation of the plat.
- 5.6 Name, address, telephone number and email address of the property Owner(s) of record.
- 5.7 All adjacent property owner's names, deed record, or subdivision name, block and lot number.
- 5.8 County boundaries, city limits, ETJ boundaries, and existing subdivision section and/or phase boundaries.
- 5.9 Road names, centerline lengths, design speed, designation (i.e. whether public or private), and right-of-way widths for each road in the proposed subdivision shall be shown in a table on the plat.
- 5.10 If the plat is to be a private subdivision (containing privately maintained roads), the title of the plat shall contain the phrase, "A Private Subdivision". Refer to Section 10 for additional requirements.
- 5.11 All existing and proposed plat boundary lines, phase/section lines, and lot lines with bearings and distance. Bearings shall be based on the Texas State Plane Coordinate System, Central Zone. Distances shall be surface distances expressed in U.S. Survey feet. A Combined Scale Factor shall be specified on the face of the plat to eight decimal places (example: 0.12345678) to facilitate the conversion of surface distances to grid distances. At least two external boundary corners of each block within the subdivision shall have grid coordinates depicted on the plat to the nearest one hundredth of a foot (0.01 feet).
- 5.12 Building setback lines for each proposed lot. For building setback requirements, refer to Appendix F2. For subdivisions located within an ETJ, this may be shown on the drawing or included as a plat note.
- 5.13 Metes and bounds description of the property to be subdivided shall be certified by a Registered Professional Land Surveyor, describing a beginning point and reciting bearings and distances to a corner of the original land grant survey of which the subdivision is a part, according to the best available data.
- 5.14 All subdivision boundary corners, angle points, Points of Curvature, Points of Tangency, lots, blocks and rights-of-way within the subdivision shall be set by a Texas Registered Professional Land

Surveyor in compliance with the Texas Board of Professional Land Surveying Act and the Board Rules before the plat is recorded.

- 5.15 Any vertical elevations depicted on the plat shall be expressed in U.S. Survey feet and shall indicate the specific vertical datum used. Describe and locate at least one vertical reference mark used to verify or establish said datum, and indicate the vertical elevation used at each vertical reference mark.
- 5.16 Roads shall be dedicated to the public except as indicated in Section 10. The dedication of all public roadways and easements shall be accomplished free of liens. The Owner may dedicate either the fee ownership in the land or an easement for road, drainage and utility purposes, at the Owners' option. The dedication shall be accompanied by a plat note as found in Appendix C1. The Owner's and any lien holder's dedication, and restrictions if any, duly acknowledged in the manner required for acknowledgement of deeds, shall also be provided.
- 5.17 For road widening and drainage purposes the Owner may dedicate either the fee interest in the property or a right-of-way easement for road widening and drainage improvements at the Owners' option. Right-of-way easements for widening roadways or improving drainage must be accompanied by a plat note as found in Appendix C2 placing the burden of maintaining the property upon the Owner until a road or drainage improvements are actually constructed on the property.
- 5.18 If public roadways are to be built as part of the plat, the plat note regarding the responsibility for construction of roadways as found in Appendix C3.
- 5.19 Approval from TxDOT must be provided for lots with proposed access to a TxDOT roadway.
- 5.20 The plat note regarding Owner's responsibilities as found in Appendix C4, if not contained in the Owner's dedication.
- 5.21 All proposed easements and existing easements of record that have a designated route shall be shown on the plat with bearings and dimensions. The Owner shall be responsible for coordinating with all utility providers the location of all utility easements that are shown on the final plat.
- 5.22 The on-site sewage facility (OSSF) setback as required by the Rules of the Williamson County On-Site Sewage Facilities Program.
- 5.23 The location, zone classification and panel effective date of the 100-year floodplain as identified on the most current Williamson County Flood Insurance Rate Map (FIRM), published by the Federal Emergency Management Agency (FEMA).
- 5.24 If a floodplain study or detention is required, a Refined Drainage Report shall be submitted with the Final Plat. The Refined Drainage Report shall be signed and sealed by a professional engineer and is required to be complete and approved prior to approval of the construction plans. The Refined Drainage Report should be consistent with the Preliminary Plat Drainage Report and must include applicable runoff, detention analyses, and floodplain study.

The Refined Drainage Report must support and encompass all drainage analyses and details provided in the construction plans and final plat, including but not limited to, infrastructure elements such as roadways, bridges, culverts, storm drain systems, open channels, and detention ponds. The Refined Drainage Report shall also be sufficient to establish adequate floodplain minimum finished floor elevations (FFE) on final plats. At a minimum the Refined Drainage Report, submitted

with the construction plans, the refined drainage report shall include items shown in Appendix B11.14. The Refined Drainage Report must be approved before review of Final Plat.

- 5.25 For a Recreational Vehicle (RV) development, the portions within identified floodplains shall provide an evacuation plan that outlines how the owner will be notified of an impending flood event and how the owner will notify and evacuate the residents of the development.
- 5.26 A minimum lowest finished floor elevation (FFE) for buildings shall be established for each lot adjacent to the floodplain. To minimize flooding of the building, this minimum FFE shall be at least one foot above adjacent finished grade and one foot above BFE. Exceptions can be made at entrance and egress points, where necessary, to meet the Americans with Disabilities Act (ADA) where the access is designed by a Professional Engineer. Recreational Vehicle parking pads must also be placed at one foot above the BFE. For larger lots where the BFE varies, a minimum FFE shall be established at the upstream and downstream lot line and explained in a plat note. The plat shall include a statement indicating how the minimum FFE was established (See Appendix C10). All lots on a plat should be developed to promote positive drainage by grading away from structures in order to reduce the risk of flooding.
- 5.27 As determined by the Floodplain Administrator, if a driveway must cross an identified floodplain in order to develop the lot, a driveway design by a licensed Professional Engineer is required before Refined drainage report approval. The driveway design within the floodplain shall accommodate a minimum 10-year storm event without overtopping the driveway at any point. The proposed floodplain boundary with the proposed driveway design, shall be shown on the plat with notes and/or a table specifying the culvert design for the driveway across the floodplain. The minimum FFE for the lot shall be consistent with this proposed driveway analysis.
- 5.28 If any areas within the plat include a 100-year floodplain (as determined by the results of an engineering study or as established by a FEMA flood study), a benchmark shall be established by the Owner within or immediately adjacent to the boundary of the plat. The location, description and elevation of the benchmark are required to be identified on the face of the plat. The elevation of this benchmark shall utilize the same vertical datum as that used in the engineering study to determine the FFE.
- 5.29 The plat note as found in Appendix C5 for Commissioners Court approval, including authorization for the County Clerk to file the plat for record, and the County Clerk's certification as found in Appendix C6. The County Judge's approval and the County Clerk's certification shall be located in the lower right hand corner of the last sheet of the plat with the County Clerk's approval being last. These signatures shall be obtained after approval by the Williamson County Commissioners Court.
- 5.30 All parcels within the boundary of the subdivision shall have a block and lot number shown on the plat drawing.
- 5.31 If any lot within the plat will be served by a well or an on-site sewage facility, a signature block as found in Appendix C7 shall be placed on the plat for approval by the Williamson County Engineer. This block shall show that they have examined the plat and that it is in compliance with the Williamson County On-Site Sewage Facility Regulations, Construction Standards for On-Site Sewage Facility Regulations as published by the Texas Commission on Environmental Quality (TCEQ), and regulations of the Edwards Aquifer, Chapter 213 Subchapter A, Section 213.1 to 213.14 of the Texas Administrative Code, as amended. This signature block must be signed by a representative of the District prior to final plat approval.

- 5.32 If rural route mailboxes are proposed, the plat note as found in Appendix C10 for placement of such mailboxes.
- 5.33 If any areas of the plat are located within the ETJ of a city, the signature block as found in Appendix C8 for the Williamson County Floodplain Administrator's approval.
- 5.34 If any areas of the plat are located outside of incorporated areas, the appropriate floodplain-related plat notes as found in Appendix C11.
- 5.35 If required, a signature block as found in Appendix C13 on the plat for road name and 911 addressing approval by the Williamson County 911 Addressing Coordinator. Refer to Appendix E of these Regulations regarding whether this block is required in certain ETJ's.
- 5.36 If the roads within the subdivision will be private, include the appropriate note(s) per the requirements of Section 10.
- 5.37 It is the responsibility of the Owner to assure that the proposed name of the subdivision is not duplicated. Subdivisions with different sections are considered unique. The Owner shall check with the County Clerk's records for verification.
- 5.38 Driveway culverts for all lots shall be designed by a registered professional engineer (except for minor plats) and shall be shown on a table on the plat. The table shall include the lot number, culvert length, size and invert elevations. This information shall also be placed in the deed restrictions for the lots in the subdivision. Design requirements are outlined in Appendix B.
- 5.39 The Owner shall provide a letter of serviceability from an entity or entities providing water service. If the source of water intended to supply a subdivision is groundwater, then a report must be prepared by an Engineer or Geoscientist, licensed in the State of Texas, that certifies that there is adequate groundwater available for the subdivision, per the requirements in Title 30, Part 1, Chapter 230 of the Texas Administrative Code.
- 5.40 A plat note stating the utility service providers, as found in Appendix C10.
- 5.41 Any improvements proposed within the right-of-way including, but not limited to, irrigation, landscaping, sidewalks, subdivision identification signs, etc. shall be maintained in accordance with an executed license agreement between the County and the Owner.

## Section 6 - Amending or Vacating a Plat

- 6.1 The owner of a previously recorded lot may create an amended plat to create six or fewer lots in the subdivision or a part of the subdivision covered by the preceding plat if:
- a. The changes do not affect any applicable County regulations, including zoning regulations if the County has authority to adopt zoning regulations; and
  - b. The changes do not attempt to amend or remove any existing covenants or restrictions; and
  - c. All applicable requirements of Section 232.009 of the Texas Local Government Code, as amended, are met.
  - d. The amended plat is prepared in accordance with the final plat requirements in Section 5.
- 6.2 The vacation of an existing plat shall be accomplished in accordance with the applicable provisions outlined in Section 232.008 and/or 232.0083 of the Texas Local Government Code, as amended.
- 6.3 If an amended plat or a vacated plat is not recorded within two years of the approval by the Commissioners Court, the approval of the amended or vacated plat expires. A single six-month extension may be granted by the Commissioners Court.

## Section 7 - Financial Responsibilities and Guarantees

- 7.1 To protect the public interest, the Commissioners Court of Williamson County hereby decrees under the provisions of Chapter 232, Local Government Code, that the Owner of any tract of land that desires to obtain approval of a subdivision plat for recording a plat in the County records shall construct all roads and drainage facilities, including storm water detention, and any other items required by other governmental agencies, in said subdivision to the standards and specifications set forth in the Engineering Guidelines incorporated as Appendix B of these Regulations before offering said plat for approval, unless exempted by Section 7.2. If the subdivision is required to construct off-site storm water detention, then surety will be required for the construction of the detention facility prior to beginning construction of the subdivision improvements. This surety will be released upon completion of the construction of the detention facility and acceptance of the construction by the County Engineer. For subdivisions that require shared driveway access to lots, all driveways will be required to be constructed, inspected and approved by the County before the final plat approval.
- 7.2 If the owner desires to have the plat placed on record before completion of construction of the roads and drainage, then the owner shall give a good and sufficient bond, cash, or letter of credit and have received approval of the construction plans. Such security is applicable regardless of whether the roads will be dedicated to the public or if they are to remain private. This security must be payable to the County Judge, or his successors in office, of Williamson County, Texas, for the estimated cost of construction according to the calculations of a Registered Professional Engineer. The security shall contain an amount sufficient for administering the re-bidding of the proposed construction should this become necessary. Release of the security shall be conditioned on the completion (in compliance with the Engineering Guidelines) of all the roads and drainage facilities shown on the plat. In lieu of such security, the Owner may provide an executed deed of trust creating a first lien to the County in order to secure construction of the improvements. If a performance bond or letter of credit is issued, the original document must be received before the Commissioners Court can approve the plat.
- 7.3 In areas within the ETJ of a city, the city's policy for posting of fiscal security for incomplete construction may apply if the Commissioners' Court finds that the City policy provides adequate protection of the County's and public's interest in the land development and construction of infrastructure, and the County is named with the City on the financial document.
- 7.4 The Owner shall be entitled to partial reductions of the security requirement upon written approval by the County Engineer and the County Judge, and in accordance with the City ordinance when the subdivision lies inside the ETJ of a city.
- 7.5 Security shall expire after a period of two years, and shall automatically renew for subsequent two-years periods until construction has been completed and the security is released. At the end of each two-year renewal period, an increase in the surety amount may be required due to cost increases in construction labor and materials, and administrative costs, experienced over the previous two-year period.



## Section 8 - Construction Plans

- 8.1 The Owner shall submit construction plans for roads, drainage, stormwater management facilities, channel grading, traffic signage and utilities within a platted subdivision to the County Engineer for approval prior to beginning construction and prior to the approval of a final plat. One full-size paper copy and one electronic (.pdf format) copy of the construction plans are required for the initial review. Subsequent construction plan submittals shall consist of an electronic (.pdf format) only. These plans shall show the location of water, sanitary sewer and storm sewer utilities, and shall show proposed easements for privately-owned utilities (electric, cable television, gas, telephone, etc.). These plans shall include the design requirements as described in Appendix B, Engineering Guidelines. The cover sheet of the construction plans shall contain a signature block for approval of the County Engineer.
- 8.2 Upon approval of the construction plans, the Owner shall pay an inspection fee in the amount of 2.5% of the estimated construction cost for the roads and drainage facilities, according to calculations by a Registered Professional Engineer. These calculations must be approved by the County Engineer.
- 8.3 When submitting the construction plans for approval by the County Engineer, an electronic version of the construction plans (.pdf format) shall accompany the construction cover sheet.
- 8.4 If landscaping, irrigation, sidewalks, illumination, water quality features, etc. are proposed within the right-of-way, the Owner shall create a mandatory homeowners association that shall be responsible for the maintenance and liability of these features. This organization shall have assessment authority to insure the proper funding for maintenance. A maintenance agreement shall be executed between the County and the organization prior to acceptance of the construction.
- 8.5 Once construction has been completed but prior to submitting a warranty bond to the County, the Owner shall provide the County Engineer with a digital file of the "As Built" plans showing the original approval signatures and the seal of a Registered Professional Engineer. Any changes made during construction shall be reflected in the As Built plans. As Built plans shall clearly show pavement structure built including limits, thicknesses and any variations from approved Construction Plans. These plans are to show the improvements as they were actually built. The file shall be in an Adobe .pdf format. A paper copy is not required.
- 8.6 When traffic signal and additional turn lanes are required due to anticipated future traffic generated by the subdivision as determined by the County Engineer or an independent traffic engineer, the cost of future traffic signals shall be deposited with the County. Installation of such signals shall be the responsibility of the Owner. Turn lanes shall be constructed in conjunction with the roadways.
- 8.7 A Refined Drainage Report shall be submitted with the associated construction plans. The Refined Drainage Report shall be signed and sealed by a professional engineer and is required to be complete and approved prior to approval of the construction plans. The Refined Drainage Report should be consistent with the Preliminary Plat Drainage Report and must include applicable runoff, detention analyses, and floodplain study.

The Refined Drainage Report must support and encompass all drainage analyses and details provided in the construction plans and final plat, including but not limited to, infrastructure elements such as roadways, bridges, culverts, storm drain systems, open channels, and detention ponds. The Refined Drainage Report shall also be sufficient to establish adequate floodplain minimum

finished floor elevations (FFE) on final plats. At a minimum the Refined Drainage Report, submitted with the construction plans, shall include items shown in Appendix B11.14.

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## Section 9 - Maintenance

- 9.1 By accepting a subdivision plat for filing, the Commissioners Court does not thereby accept the roads and associated drainage facilities in the subdivision for ownership or maintenance by the County. The Owner of the platted lots is responsible for maintenance of all roads within subdivision until such time as the construction of the roads have been accepted by the County.
- 9.2 The County will consider accepting roadways for maintenance after a period of two years from the completion of the infrastructure, the closure of any outstanding items to be repaired (punch list), and upon approval by the County. Upon approval by the County, to begin two-year period, a statement of provisional acceptance will be issued. Provisional acceptance will include the County assuming traffic operations for all applicable roadways. Should the roadways not ultimately receive acceptance for maintenance, the County will release the provisional acceptance and no longer assume traffic operations.
- 9.3 The County will consider accepting a road for maintenance only after dedication to the public of an easement or fee interest in the roadway.
- 9.4 Any improvements, roadway easements, or right of way to be accepted by the County should be free of existing easements or be accompanied by approval of the encroachment from the easement holder.
- 9.5 In addition, written certification from a Registered Professional Engineer is required, stating that the facilities were constructed in accordance with the applicable subdivision regulations with any approved variances in effect when the subdivision was recorded (or has been upgraded to those standards). If a final plat for the subdivision where the facilities are located was never recorded, the facilities must meet the current applicable subdivision regulations with any approved variances.
- 9.6 The enforcement of plat restrictions is the responsibility of the Owner(s) of the subdivision; however, in an Extraterritorial Jurisdiction both the city and the Commissioners Court of Williamson County shall have the right and authority to enforce plat restrictions through appropriate legal procedure to prohibit the construction or connection of utilities or issuing of permits unless or until the requirements of the plat restrictions have been achieved.
- 9.7 County will assume no responsibility for drainage ways or easements in the subdivision outside of the roadway right-of-way. Maintenance and liability of improvements including but not limited to landscaping, illumination, sidewalks, water quality features, storm water controls, or any other improvements required by other governmental agencies shall not be the responsibility of the County.
- 9.8 County will assume no responsibility for driveway maintenance. If obstructions occur within the driveway culvert, the County reserves the right to clear obstructions that are causing adverse impacts to the roadway.

## Section 10 - Private Subdivisions

If an Owner wishes to create a subdivision utilizing private roads, it must meet the following requirements:

- 10.1 Private roads must meet all county road standards, except where specific variances have been granted by Commissioners Court for adequate cause in each case.
- 10.2 The title of the final plat for private subdivisions shall contain the phrase, "A Private Subdivision".
- 10.3 The subdivision plat and restrictions must contain a statement that Williamson County will never accept or maintain the roads.
- 10.4 A homeowners association with assessment authority shall be formed in conjunction with the recording of the final plat. Membership in the association shall be mandatory for each lot owner. The association shall be responsible for the maintenance of the roads in the subdivision.
- 10.5 The subdivision plat must contain a statement that the roads shall be maintained to such a standard which will allow emergency vehicles access for the roadway design speed in perpetuity by the homeowners association, and must contain a mechanism for assessing the Owners within the subdivision to produce adequate revenue for perpetual maintenance. (Refer Appendix C10)
- 10.6 The plat must contain a requirement that every deed contain notice to the grantee that all roads are private, that the homeowners association shall be perpetually liable for maintenance, that the County will never accept them for maintenance, and that the quality of the roads must be maintained as to not affect access by public service agencies such as police, fire, and emergency medical services. (Refer Appendix C10)
- 10.7 All arterial roads must be dedicated to the public and constructed to County standards. Other roads shall be dedicated to the homeowners association for the use of the property owners, their assigns and successors, and emergency response agencies.
- 10.8 A sign shall be placed at the entrance of the subdivision clearly stating that the roads in this subdivision are private roads. The location of this sign shall be shown in the construction plans.
- 10.9 The Owner shall provide a maintenance schedule for the roads to the County Engineer for approval prior to placement of the final plat on the Commissioners Court agenda for approval. The schedule shall include the maintenance activities, their cycle of occurrence, and the current cost of providing the maintenance activity. The total cost of the activities along with a rate of inflation shall be used to determine the annual assessment per lot.
- 10.10 Any Owner that gates the entrances to the subdivision shall provide either a crash gate or a lock box and a letter of approval from all of the affected emergency response agencies stating their approval of full time access to and from the subdivision.
- 10.11 The County will not be responsible for providing enforcement of traffic control within private subdivisions.

## Section 11 - Variances

- 11.1 The Commissioners Court of Williamson County shall have the authority to grant variances from these Regulations when the public interest or the requirements of justice demands relaxation of the strict requirements of the rules.
- 11.2 Any person who wishes to receive a variance shall apply to the County Engineer.
- 11.3 The decision of the Commissioners Court whether to grant or deny a variance is at its complete discretion, and shall be final.

## Section 12 - Penalties

- 12.1 Section 232.005 of the Texas Local Government Code, as amended, provides for the enforcement of the state subdivision laws and of these Regulations.
- 12.2 A person commits an offense if the person knowingly or intentionally violates a requirement of these Regulations, including the Engineering Guidelines and other appendices incorporated herein. Such offense is a Class B Misdemeanor, punishable by (1) a fine not to exceed \$2,000; (2) confinement in jail for a term not to exceed 180 days; or (3) both such fine and confinement. (Texas Penal Code, Title 3, Ch. 12, Sec. 12.03, as amended).
- 12.3 A person may be jointly responsible as a party to an offense if the person (acting with intent to promote or assist the commission of the offense) solicits, encourages, directs, aids, or attempts to aid another person to commit the offense (Texas Penal Code, Title 2, Sec. 7.01, as amended). Thus, a real estate agent or broker, a lender, an attorney, a surveyor, an engineer, a title insurer, or any other person who assists in violating these Regulations may also face criminal penalties.
- 12.4 Besides prosecuting a criminal complaint, the County Attorney or other prosecuting attorney for the County may file a civil action in a court of competent jurisdiction to enjoin any violation or threatened violation of these Regulations, and to recover damages.
- 12.5 A tract that has been subdivided without compliance with these Regulations will be ineligible to obtain a Certificate of Compliance, Driveway permit, Floodplain Development permit or a permit for the construction or modification of an On-Site Sewage Facility located on the tract.

# Appendix A – Platting Guidelines

As a guide to the public in determining when it is necessary to file a plat and comply with these Regulations (as amended), the Commissioners Court (as an incident of its power to enforce the subdivision laws and regulations under Chapter 232, Texas Local Government Code, as amended) has adopted the following policy guidelines stating when the division of an existing tract shall be considered by the Court to be a subdivision requiring the filing of a plat by law, and thus requiring compliance with these Regulations.

## A1 - Plat Required

- A1.1 In accordance with Chapter 232.001, Texas Local Government Code, (or if said section is amended) the owner of a tract of land located outside the limits of a municipality must have a plat of the subdivision prepared if the owner divides the tract into two or more parts to lay out:
- A1.1.1 a subdivision of the tract, including an addition:
  - A1.1.2 lots: or
  - A1.1.3 streets, alleys, squares, parks, or other parts of the tract intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the streets, alleys, squares, parks, or other parts.
- A1.2 A division of a tract includes a division regardless of whether it is made by using a metes and bounds description in a deed of conveyance or in a contract for deed by using a contract for sale or other executory contract to convey, or by using any other method.
- A1.3 The final plat must be filed and recorded with the Williamson County Clerk.

## A2 - Exceptions by Law

- A2.1 A property that fronts on a public street whose boundary has not changed since February 1, 2000 is considered a legal lot
- A2.2 The County hereby adopts all of the exceptions to platting requirements as stated in Section 232.0015, Texas Local Government Code, and any amendments to said statute later adopted by the Texas Legislature.

## A3 - Additional Exceptions

A3.1 The Commissioners Court has adopted the following additional policy guidelines stating when the division of an existing tract shall be considered exempt from the requirements for filing of a plat:

A3.1.1 Any tract whose boundary has not changed since February 21, 1985 may be sold in its entirety without being platted.

A3.1.2 A plat is not required when daughter tracts are created solely for purposes of platting them as individual subdivisions in their own right. The Owner must submit to the Court the preliminary plat for the project as a whole before claiming this exception.

A3.1.3 A plat is not required when two adjacent landowners adjust or change the property lines which separate their respective tracts, so long as there is the same number of tracts and Owners after the transaction as existed before it. This exemption applies whether the transaction requires an exchange of land by both Owners, or only a transfer of land from one Owner to the other, and whether the transaction takes the form of a sale or of an exchange in kind. A new deed shall be filed for each reconfigured parcel.

A3.1.4 Any land added to a tract through such a transaction shall become an integral part of that tract, and may not be separately conveyed except in compliance with the subdivision laws. Each resulting tract shall, of course, be subject to the minimum lot size requirements of these Regulations and other applicable laws. This exception does not apply if the adjustment will change the boundary between two legally platted lots, or add or subtract land from a legally platted subdivision.

This exemption may not be exercised within two years of exercising another exemption.

A3.1.5 A plat is not required when a smaller tract is surveyed out of the parent tract solely for the purposes of obtaining financing for purchase or improvement of that part of the property, provided that possession and primary beneficial ownership of the entire parent tract are intended to remain unified.

A3.1.6 A plat is not required when a smaller tract is created by the legitimate foreclosure of a valid lien on a part of the parent tract. This provision does not exempt sham transactions or foreclosures staged to avoid the platting requirement.

A3.1.7 A plat is not required if the property has been divided by the final decree of a court of record with appropriate jurisdiction.

A3.2 All exemptions in this subsection must be approved in writing by the County Engineer prior to the division of the property. To claim any exemption, the person or entity who claims to be entitled to any exclusion to platting set out in these Guidelines must provide:

A3.2.1 An affidavit claiming the exemption and setting out the detailed basis for exclusion from the platting requirement, subject to penalties of perjury (Appendix O).

A3.2.2 A copy of the deeds or other instruments creating the daughter tracts referenced in the affidavit.

## A4 - Vesting Requirements

- A4.1 In accordance with V.T.C.A., Chapter 245, Local Government Code, a completed preliminary plat application submitted prior to the effective date of the ordinance from which this chapter is derived will be reviewed on the basis of any regulations or requirements in effect at the time the completed application is filed; unless, at the applicant's option, the applicant elects to proceed under the new regulations or requirements.
- A4.2 In reliance upon properly issued permits or approvals, any applicant that claims exception from any provision of this subchapter based upon a claim of vested rights shall file a request for vested rights determination with the County demonstrating:
- A4.2.1 The applicant made substantial financial commitments or assumed substantial financial obligations within the purview of the activities authorized by said permit or approval; and
  - A4.2.2 The applicant has proceeded in good faith, and no approvals or permits have lapsed or been revoked; or
  - A4.2.3 The applicant has established any other factor which may establish vested rights under state or federal law; or
  - A4.2.4 The applicant filed an application as provided in V.T.C.A., Local Government Code Ch. 245 prior to adoption of the regulations against which vested rights are claimed, that the regulations against which vested rights are claimed are not subject to an exemption as provided in V.T.C.A., Local Government Code § 245.004 and that the project has not become dormant as defined in V.T.C.A., Local Government Code § 245.005 and this chapter.
- A4.3 After receiving a request for vested rights determination, the County shall review the request and approve, deny or request additional information to be provided for consideration of the request within 20 working days. Upon review of the request, if the County finds that the applicant has provided sufficient information to establish that one or more permits exists on a project, the administrator shall issue a certificate to the applicant recognizing vested rights for the project and the terms and conditions required for the continuance of the vested rights.

## A5 - Private Real Property Rights Preservation Act

- A5.1 The County acknowledges a duty to comply with the Texas Real Property Rights Preservation Act ("Act"). In compliance with the Act, the County will prepare, periodically update and approve a Takings Impact Analysis, after requisite public hearings and notice.



# Appendix B – Engineering Guidelines

## B1 - Lot Requirements

- B1.1 For determining the area required for an on-site sewage facility, the minimum lot size shall be in accordance with the current regulations of the Rules of the Williamson County On-Site Sewage Facilities Program. Refer also to Appendix F1.
- B1.2 Minimum lot width requirements shall be in accordance with Appendix F1.
- B1.3 Minimum building setback requirements shall be in accordance with Appendix F2.

## B2 - Road Alignments

- B2.1 Roads shall be laid out so as to align with existing roads in adjoining or nearby subdivisions. No gaps between the subdivision and the public roadway system may be left. Arterials shall be placed and designed in accordance with the Capital Area Metropolitan Planning Organization (CAMPO) plan, the Williamson County Long Range Transportation Plan, or any other arterial roadway plan that contains the subdivision. Collectors and arterials shall be placed to facilitate the safe and efficient movement of traffic and in consultation with the County Engineer.
- B2.2 Unless all lots in a subdivision have an area of 5 acres or greater, road segments that have homes taking direct access onto them shall have a maximum spacing of 1,500 feet between stop conditions or 90° turns.
- B2.3 New roadways that do not connect to an existing public road will not be approved.
- B2.4 The County may require an internal road system that minimizes driveways and cross streets to existing County or other public roadways. The County may also require that lots bordering on an existing arterial road have access to an internal platted road and the final plat shall contain a restriction requiring driveways to connect only to an internal platted road.

## B3 - Minimum Road Design Requirements

- B3.1** The Owner must improve all existing roads within the plat, as well as all boundary roads to which the proposed subdivision will have direct access, to meet the requirements of these Regulations. The exclusion from the plat of a road that would provide access to future plats will not be permitted. Lots intended specifically for future roads will not be approved.
- B3.2** Unless otherwise stated in these Regulations, all roads shall be designed in accordance with the latest version of the Institute of Transportation Engineers "Urban Street Geometric Design Handbook", the latest version of the American Association of State Highway and Transportation Officials (AASHTO) "A Policy on Geometric Design of Highways and Streets" and the edition of the City of Austin's Transportation Criteria Manual (TCM) in effect as of the date of these regulations. Should there be a conflict between these publications, the more stringent value shall overrule. All references to "mountainous terrain" shall not apply to the County.
- B3.3** For purposes of this Appendix, average daily traffic (ADT) shall be defined as the anticipated average daily traffic at the time of complete build out of the subdivision, including any future development that may be served by a given road. For planning purposes, it shall be assumed that any future residential lots will generate 8 ADT. If an area of future development consists of two or more acres, it shall be assumed that such development will produce an ADT of 32 per acre, unless there is a note prohibiting future subdivision.
- B3.4** Arterial, Collector, and Local roadways shall be designed as follows:

<b>Roadway Classification</b>	<b>Local Road</b>		<b>Minor Collector</b>		<b>Collector</b>		<b>Major Collector</b>		<b>Arterial Road</b>	
<b>Road Type</b>	<b>Rural</b>	<b>Urban or Non-residential</b>	<b>Rural</b>	<b>Urban</b>	<b>Rural</b>	<b>Urban</b>	<b>Rural</b>	<b>Urban</b>	<b>Rural</b>	<b>Urban</b>
Driveways / Access Permitted	Yes	Yes	Yes	Yes	Yes	Yes	Non-residential	Non-residential	Non-residential	Non-residential
Min. Design Speed	25 mph		35 mph		35 mph		40 mph		45 mph	
Min. ROW width***	≥60 ft	≥50 ft	≥60 ft		≥60 ft		≥60 ft		≥120 ft	
ADT	<1000	<1000	<2,000	<3,000	2,000-4,000	3,000-4,000	>4,000	>4,000	>6,000	>6,000
Travel Way width	20 ft	30 ft	22 ft	37 ft	22 ft	45 ft	22 ft	45 ft	24 ft	2 x 24 ft
No. of Travel Lanes	2	2	2	2	2	2	2	2	2	4
Shoulder	4 ft*	-	4 ft	-	6 ft	-	8ft	-	8 ft	-
Median		-		-	-	-	-	-	-	20 ft
Curb and Gutter	Ribbon *	Standard	-	Standard	-	Standard	-	Standard	-	Standard

Roadway Classification	Local Road		Minor Collector		Collector		Major Collector		Arterial Road	
Road Type	Rural	Urban or Non-residential	Rural	Urban	Rural	Urban	Rural	Urban	Rural	Urban
Parking	Prohibited	2 sides	2 sides	2 sides	2 sides	2 sides	Limited **	Limited **	Prohibited	Prohibited
Notes: *4 ft paved shoulder or Ribbon curb required **Parking limited to cut-out parallel parking if provided in ROW *** See B3.5.7 Minimum paved width of 26 feet, exclusive of shoulders, ribbon curb and/or curb & gutter, is required for all roads with fire hydrants.										

B3.5 The following standards apply to all roads:

B3.5.1 Roads shall be dedicated to the public except as indicated in Section 10. The Owner may dedicate either the fee Ownership in the land or an easement for road, drainage and utility purposes, at the Owners' option.

B3.5.2 Where concrete curb and gutter are constructed, they shall be 24 inches in width with an 18-inch gutter pan. Where concrete ribbon curbs are constructed, they shall be 18 inches in width. For both types of curb, the pavement base course shall extend 18 inches beyond the back of the curb. The owner must avoid installation of irrigation, plantings, silt fence, etc. in the overbuild. All urban subdivisions shall utilize concrete curb and gutter. All concrete curb shall contain steel reinforcement. Reference is made to the detail included in Appendix H of these Regulations.

B3.5.3 Approaches to intersections shall have a minimum pavement width of 39 feet, measured LOG to LOG at the radius point, for a minimum length of 50 feet, when it is anticipated that, at full build out of the subdivision, the number of left turns from the approach will exceed 100 vehicles per hour. For clarity, a diagram showing this required configuration is included as Appendix J.

B3.5.4 On roads without curb and gutter and posted speed less than 40 mph, driveway/access spacing shall be no closer than 100 feet center to center. Driveway/access spacing on Non-Local roads shall adhere to Table B3.5.4.

**Table B3.5.4: Minimum Driveway/Access Spacing to Non-Local Street/ Roadways**

Posted or Prima Facie Speed Limit (mph)	Distance (ft)
40	305
45	360
≥ 50	425

*Notes: (1) Distances are for passenger cars on level grade. These distances may be adjusted for downgrades and/or significant truck traffic. Where present or projected traffic operations indicate*

*specific needs, consideration may be given to intersection sight distance and operational gap acceptance measurement adjustments.*

*(2) An existing property, as of the date of this regulations, with less than the required spacing (frontage) may be allowed a driveway. The driveway location will be at the discretion of the County Engineer and shall provide the maximum spacing between access points."*

B3.5.5 Residential, Agricultural, Commercial and Multi-family driveway design shall follow the geometry criteria as outlined in current driveway policy.

B3.5.6 Shared access driveways may be approved provided that a shared access easement is dedicated by plat or separate instrument and does not access more than three (3) residences. The developer must include a plat note located in Appendix C10.16, that states which lots share driveways. The shared driveways must be constructed, inspected and approved prior to submittal of a final plat application.

B3.5.7 Additional right-of-way shall be required to contain the extent of the roadway embankments.

B3.5.8 All roads shall maintain a height clearance of at least 14 feet.

B3.5.9 All roads with fire hydrants shall have a minimum paved width of 26 feet, exclusive of shoulders, ribbon curb and/or curb & gutter.

B3.5.10 In new subdivisions, the Owner shall install cluster mailboxes at location(s) approved by the County Engineer. The placement of individual or cluster mailboxes along arterial and collector roads shall not be permitted in new subdivisions, unless specifically approved by the County Engineer. Mailboxes shall not encroach in any fashion on or over sidewalks or other public walks or ways in the County right-of-ways and shall be installed in accordance with applicable postal regulations.

B3.6 The following requirements apply to dead end roads and cul-de-sacs:

B3.6.1 Dead end roads in residential developments that are not proposed to be extended at some time in the future and have a throat length of 150 feet or less shall have a cul-de-sac with a minimum right-of-way radius of 50 feet (40 feet to LOG). Nonresidential dead end roads and residential dead end roads having a throat length longer than 150 feet shall have a cul-de-sac with a minimum right-of-way radius of 60 feet (50 feet to LOG).

B3.6.2 Cul-de-sacs shall be constructed on a sufficient grade to insure a minimum of 0.4% cross slope grade and along the flow line of the gutter.

B3.6.3 "No Outlet" signs shall be placed at the entrance to the dead end road, even if the road is planned to be extended at some time in the future.

B3.6.4 Dead end roads that end at undeveloped property must be extended to the property line. At the terminus, a temporary cul-de-sac shall be provided for all such streets having a throat length more than 150 feet, constructed in accordance with the requirements of this Appendix. Hammerhead design will not be allowed; however, alternate designs, such as landscape center islands, may be considered by the County Engineer to ensure a sufficient turnaround area is provided.

B3.6.5 For all temporary cul-de-sacs, temporary easements shall be established for the portions of the cul-de-sac which lie outside the road right-of-way. Such easements which lie within the plat boundary shall be shown on the final plat. Easements which lie outside the boundary of the plat may be in the form of a separate document, but must be recorded prior to construction of any roadway improvements.

B3.6.6 Temporary cul-de-sacs shall be removed, pavement repaired, and drainage patterns restored upon subsequent extension of the dead-end roadway. This work shall include any driveways, culverts, and/or sidewalk extensions as needed to provide a functional roadway and retain access. This work shall be considered subsidiary to the extension project and included in those plans per the requirements of this Appendix.

#### B3.7 Additional Right of Way for Existing Roads

When a subdivision is adjacent to an existing road, the County Engineer shall determine the right-of-way width that will be necessary for the maintenance and improvement of the existing road. If the existing road is a major thoroughfare, as defined herein, the Owner shall dedicate to the public up to 120 feet in overall width of the right-of-way, as determined by the County Engineer. The Owner may dedicate either the fee ownership in the land or an easement for road, drainage and utility purposes, at the Owners' option.

## B4 - Construction – General

B4.1 A preconstruction meeting shall be scheduled prior to the start of construction. The Design Engineer, Owner, Contractor, Subcontractors, and County Engineer shall attend this meeting. All roads are to be constructed in accordance with the construction documents as approved by the County Engineer and in accordance with the specifications found in the current version of the "Texas Department of Transportation Manual Standard Specifications for Construction of Highways, Streets, and Bridges" unless otherwise stated on the construction documents approved by the County Engineer.

B4.2 All materials shall be sampled and tested by an Independent Testing Laboratory in accordance with the construction documents approved by the County Engineer. The Owner shall pay for all testing services and shall furnish the County Engineer with certified copies of these test results. The County Engineer must approve the test results prior to constructing the next course of the roadway structure. Any material which does not meet the minimum required test specifications shall be removed and recompacted or replaced unless alternative remedial action is approved in writing from the County Engineer.

B4.3 Except for electrical lines, all underground nonferrous utilities within a right-of-way or easement must be accompanied by ferrous metal lines to aid in tracing the location of said utilities through the use of a metal detector.

B4.4 All proposed pavements (flexible and rigid) are to be specified in the Geotech report. The Geotech report is to be signed and sealed by a Registered Professional Engineer. Pavement designs shall follow the below County requirements based upon soil conditions from samples taken along the proposed roadways. Test borings shall be placed at a maximum spacing of 500 feet or other sampling frequency approved by the County Engineer based on recommendations provided by the geotechnical engineer. Borings shall be to a depth of ten ft or, if solid rock is encountered, one ft

below non-fractured rock or 3 ft below fractured rock. The pavement design must meet at least the minimum of one of the approved County designs and provided in the geotechnical report for review and approval prior to the review and approval of the construction plans. In addition to the basis of the pavement design, the soils report shall contain the results of sampled and tested subgrade for plasticity index.

#### B4.5 Flexible Pavement Designs based on Roadway Classification

Minimum Local Roadway (Urban) Flexible Pavement design				
Plasticity Index	PI <20	PI 20-35	PI 35-55	Material Requirements
Soil Classification	Clayey Sand	Lean Clay	Fat Clay	
HMA Surface	2"	2"	2"	TxDOT Item 340 D- GR HMA PG 70-22 SAC B (1)
Prime Coat or One Course Underseal				AEP or TxDOT Item 316 (4)
Flexible Base	12"	12"	14"	TxDOT Item 247 FLBS TY A GR 5(2)
Lime treated Subgrade		8"	8"	TxDOT Item 260 (3)
Notes:	1) See Appendix B7 for material requirements for HMA. 2) See Appendix B6 for additional Flexible Base specifications. 3) Pellitized lime is not allowed. Use hydrated lime or lime slurry. Confirm sulfates are not present in soil. 4) For PI >55 additional pavement structure is necessary and shall be reviewed and approved by the County Engineer.			

Minimum Collector Roadway (Urban) Flexible Pavement design				
Plasticity Index	PI <20	PI 20-35	PI 35-55	Material Requirements
Soil Classification	Clayey Sand	Lean Clay	Fat Clay	
HMA Surface	2"	2"	2"	TxDOT Item 340 D- GR HMA PG 70-22 SAC B (1)
Prime Coat or One Course Underseal				AEP or TxDOT Item 316 (4)
Flexible Base	14"	14"	16"	TxDOT Item 247 FLBS TY A GR 5(2)
Lime treated Subgrade		8"	8"	TxDOT Item 260 (3)
Notes:	1) See Appendix B7 for material requirements for HMA. 2) See Appendix B6 for additional Flexible Base specifications. 3) Pellitized lime is not allowed. Use hydrated lime or lime slurry. Confirm sulfates are not present in soil. 4) For PI >55 additional pavement structure is necessary and shall be reviewed and approved by the County Engineer.			

Minimum Arterial Roadway (Urban) Flexible Pavement design				
Plasticity Index	PI <20	PI 20-35	PI 35-55	Material Requirements
Soil Classification	Clayey Sand	Lean Clay	Fat Clay	
HMA Surface	2"	2"	2"	TxDOT Item 340 D- GR HMA PG 70-22 SAC B (1)
Prime Coat or One Course Underseal				AEP or TxDOT Item 316 (4)
Flexible Base	20"	20"	22"	TxDOT Item 247 FLBS TY A GR 5(2)
Lime treated Subgrade		8"	10"	TxDOT Item 260 (3)
Notes:	1) See Appendix B7 for material requirements for HMA. 2) See Appendix B6 for additional Flexible Base specifications. 3) Pelletized lime is not allowed. Use hydrated lime or lime slurry. Confirm sulfates are not present in soil. 4) For PI >55 additional pavement structure is necessary and shall be reviewed and approved by the County Engineer. 5) See appendix B7 for requirements on asphalt and aggregate.			

#### B4.6 Rigid Pavement Designs based on Roadway Classification

Local Roadway (Urban/ Rural) Rigid Pavement design				
Plasticity Index	PI <20	PI 20-35	PI 35-55	Material Requirements
Soil Classification	Clayey Sand	Lean Clay	Fat Clay	
CRCP	6"	6"	8"	TxDOT Item 421 – Class P Concrete CRCP (1)- 13, Continuously Reinforced Concrete Pavement, One-layer steel bar placement
HMA Bond Breaker	1"	1"	1"	TxDOT Item D- GR HMA TY D or TY F PG 64-22
Flexible Base	6"	8"	8"	TxDOT Item 247 FLBS TY A GR 4(2)
Lime treated Subgrade			8"	TxDOT Item 260 (3)
Notes:	1) See Appendix B7 for material requirements for CRCP 2) See Appendix B6 for additional Cement Treated Base specifications 3) Pelletized lime is not allowed. Use hydrated lime or lime slurry. Confirm sulfates are not present in soil. 4) For PI >55 additional pavement structure is necessary and shall be reviewed and approved by the County Engineer			

Collector Roadway (Urban/ Rural) Rigid Pavement design				
Plasticity Index	PI <20	PI 20-35	PI 35-55	Material Requirements
Soil Classification	Clayey Sand	Lean Clay	Fat Clay	
CRCP	6"	6"	8"	TxDOT Item 421 – Class P Concrete CRCP (1)- 13, Continuously Reinforced Concrete Pavement, One-layer steel bar placement
HMA Bond Breaker	1"	1"	1"	TxDOT Item D- GR HMA TY D or TY F PG 64-22
Flexible Base	8"	10"	10"	TxDOT Item 247 FLBS TY A GR 4(2)
Lime treated Subgrade			8"	TxDOT Item 260 (3)
Notes:	1) See Appendix B7 for material requirements for CRCP 2) See Appendix B6 for additional Cement Treated Base specifications 3) Pellitized lime is not allowed. Use hydrated lime or lime slurry. Confirm sulfates are not present in soil. 4) For PI >55 additional pavement structure is necessary and shall be reviewed and approved by the County Engineer			

Arterial Roadway (Urban/ Rural) Rigid Pavement design				
Plasticity Index	PI <20	PI 20-35	PI 35-55	Material Requirements
Soil Classification	Clayey Sand	Lean Clay	Fat Clay	
CRCP	11"	11"	11"	TxDOT Item 421 – Class P Concrete CRCP (1)- 13, Continuously Reinforced Concrete Pavement, One-layer steel bar placement
HMA Bond Breaker	1"	1"	1"	TxDOT Item D- GR HMA TY D or TY F PG 64-22
Flexible Base	12"	12"	12"	TxDOT Item 247 FLBS TY A GR 4(2)
Lime treated Subgrade		6"	10"	TxDOT Item 260 (3)
Notes:	1) See Appendix B7 for material requirements for CRCP 2) See Appendix B6 for additional Cement Treated Base specifications 3) Pellitized lime is not allowed. Use hydrated lime or lime slurry. Confirm sulfates are not present in soil. 4) For PI >55 additional pavement structure is necessary and shall be reviewed and approved by the County Engineer			



## B5 - Subgrade

- B5.1 The preparation of the subgrade shall follow good engineering practices as directed by the County Engineer in conjunction with recommendations outlined in the geotechnical report. When the Plasticity Index (PI) is greater than 20, a sufficient amount of lime shall be added as described in Item 260 of the current edition of the TxDOT Standard Specifications for Construction until the PI is less than 20. If the addition of lime as described in Item 260 is not feasible, an alternate stabilizing design shall be proposed and submitted to the County Engineer for approval. The subgrade shall be prepared and compacted to achieve a dry density per TxDOT Item 132. In addition, proof rolling may be required by the County Engineer.
- B5.2 If Lime is necessary, then a sufficient amount of lime shall be added, as described in Item 260 of the current edition of the TxDOT Standard Specifications for Construction to properly stabilize subgrade. The use of Hydrated lime or lime slurry is approved; however, the use of Pelletized lime is not approved.
- B5.3 Prior to lime stabilization, a sulfate test of in situ soils shall be performed by developer to confirm the appropriate means and methods of stabilization. Provide sulfate test to County Engineer prior to stabilization.
- B5.4 Any variation to the County's stabilization requirements must be approved by the County Engineer.
- B5.5 The subgrade shall be prepared and compacted to achieve a dry density per TxDOT Item 132. In addition, proof rolling may be required by the County Engineer.
- B5.6 The subgrade shall be inspected and approved by an Independent Testing Laboratory and a certified copy of all inspection reports furnished to the County Engineer. The County Engineer must approve the report prior to application of the base material. All density test reports shall include a copy of the work sheet showing the percentage of the maximum dry (Proctor) density. The number and location of all subgrade tests shall be determined by the County Engineer.

## B6 - Base Material

- B6.1 Base material shall conform to Item 247 of the current edition of the TxDOT Standard Specifications for Construction, "Flexible Base". The base material shall be Type A Grade 4, or as approved by the County Engineer. Grade 4 material shall conform to the requirements of Table B6.1 below:

**Table B6.1: Gradation Specification for TY A, Grade 4**

Master gradation sieve size	Cumulative % Retained
2 ½"	-
1 ¾"	0
7/8"	10% - 35%
3/8"	30% - 65%
#4	45% - 75%
#40	70% - 90%
#200	87% - 95%

- B6.2 Each layer of base course shall be tested for in-place dry density and measured for compacted thickness. The number and location of all base test samples shall be determined by the County Engineer.
- B6.3 The base shall be prepared and compacted to achieve a minimum of 100% of the maximum (Proctor) dry density or as approved by the County Engineer upon recommendation by the testing laboratory. The maximum lift shall not exceed six inches. The base must be inspected and approved by an Independent Testing Laboratory and a certified copy of the test results furnished to the County Engineer for approval. Prior to the placement of the first lift of base, the stockpile shall be tested for the specifications found in Item 247 Table 1 and the result furnished to the County Engineer for approval.

## B7 - Bituminous Pavement

- B7.1 Urban roads require a minimum 2 inch wearing surface of HMAC Type D. The mix shall be from a TxDOT certified plant and the mix design shall be submitted to the County Engineer for approval prior to placement of the material.
- B7.2 If Providing mixture Type C or D, use performance grade (PG) binder 70-22. Provide PG binder that does not contain Recycled Engine Oil Bottoms (REOBs) or Poly Phosphoric Acid (PPA). Recycled Asphalt Pavement (RAP) is not permitted for use as a component of the HMACP. The Contractor is also not permitted the use Recycled Asphalt Shingles (RAS) as a component of the HMACP.
- B7.3 If providing mixture Type B, use PG binder 64-22. Provide PG binders that do not contain REOBs or PPA. For subsurface course Type B, the use of twenty percent (20%) RAP is permitted in the mix design. The Contractor is not permitted to use RAS as a component of the HMACP.

- B7.4 Target laboratory molded density is 96.5% for all mixtures without RAP and when using a Texas Gyratory Compactor (TGC) for designing the mixture. When using Superpave Gyratory Compactor (SGC) to design mixtures, submit the SGC mix design to the Engineer for approval.
- B7.5 All mixtures must meet the Hamburg requirement as stated in the table below.

High-Temperature Binder Grade	Test Method	Hamburg Wheel Test Requirements*
		Minimum # of Passes @ 0.5" Rut Depth, Tested @122°F
PG 64 or lower	Tex-242-F	7,000
PG 70	Tex-242-F	15,000
PG 76 or higher	Tex-242-F	20,000

*\* The County Engineer may accept Hamburg Wheel test results for production and placement if no more than 1 of the 5 most recent tests is below the specified number of passes and the failing test is no more than 2,000 passes below the specified number of passes.*

- B7.6 Submit any proposed adjustments or changes to a job mix formula to the County Engineer before production of the new job mix formula.
- B7.7 Unless otherwise approved, provide Type B mixtures that have no less than 4.5% asphalt binder, and TY C and D mixtures with no less than 4.7% binder.
- B7.8 For Mixture Design Verification, provide the Engineer with two 5-gallon buckets of each aggregate stockpile to be used on the project and three gallons of each PG binder to be used on the project. Also provide sufficient quantities of any other additives that will be used in the HMA mixture. This must be done prior to approval of the mix design, unless already performed within a one-year time period.
- B7.9 Prior to allowing production of the trial batch, the Engineer will use the materials provided by the Contractor to perform the following tests to verify the HMA mixture design.
1. Indirect Tensile Test in accordance with Tex-226-F
  2. Hamburg Wheel Test in accordance with Tex-242-F
  3. Overlay Test in accordance with Tex-248-F
  4. Cantabro Test in accordance with Tex-245-F

For mixtures designed with a Texas Gyratory Compactor (TGC), the Engineer may require that the target laboratory molded density be raised to no more than 97.5% or may lower the design number of gyrations to no less than 35 for mixtures designed with an SGC if any of the following conditions exist.

1. The Indirect Tensile Test results in a value greater than 200 PSI
2. The Hamburg Wheel Test results in a value less than 3.0 mm
3. The Overlay Test results in a value less than 100 cycles
4. The Cantabro Test results in a value of more than 20% loss

In lieu of, or in addition to evaluating the mixture design prior to allowing a trial batch to be produced, the Engineer may also evaluate the mixture produced during the trial batch for compliance with the 4 tests listed above.

- B7.10 Contractor's Quality Control (CQC) test reports shall be submitted to the County Engineer on a daily basis. As a minimum, daily CQC testing on the produced mix shall include: Sieve Analysis TEX-200-F, Asphalt Content TEX-236-F, Hveem Stability TEX-208-F, Laboratory Compacted Density TEX-207-F, and Maximum Specific Gravity TEX-227-F. The number and location of all HMAC tests shall be determined by the County Engineer with a minimum of three, 6-inch diameter field cores secured and tested by the contractor from each day's paving. Each HMAC course shall be tested for in-place density, bituminous content and aggregate gradation, and shall be measured for compacted thickness. The number and location of all HMAC test samples shall be determined by the County Engineer.
- B7.11 Rural roads may use either the specifications found in Section B7.1 or a two-course surface in accordance with Item 316, treatment wearing surface, of the current edition of the TxDOT Standard Specifications for Construction. The type and rate of asphalt and aggregate shall be indicated on the plans as a basis of estimate and shall be determined at the preconstruction conference. Aggregate used in the mix shall be on the TxDOT Quality Monitoring Schedule. Aggregate shall be Type B Grade 4. Gradation tests shall be required for each 300 cubic yards of material placed with a minimum of two tests per each grade per each project. Test results shall be reviewed by the County Engineer prior to application of the material.

## **B8 - Concrete Pavement**

- B8.1 In lieu of bituminous pavement, Portland cement concrete pavement may be used. In such cases, the pavement thickness shall be a minimum of 9 inches of concrete, and shall be jointed and reinforced in accordance with the detail included in Appendix J. The mix shall be from a TxDOT certified plant. The mix design shall be submitted to the County Engineer for approval prior to placement of the material.

## **B9 - Concrete - General**

- B9.1 Unless otherwise specified, concrete shall be in accordance with Item 421 of the current edition of the TxDOT Standard Specifications for Construction and be placed in accordance with the applicable item.
- B9.2 All concrete shall be tested for compressive strength. One set of three concrete test cylinders shall be molded for every 50 cubic yards of concrete placed for each class of concrete per day, or at any other interval as determined by the County Engineer. A slump test shall be required with each set of test cylinders. One cylinder shall be tested for compressive strength at an age of seven days and the remaining two cylinders shall be tested at 28 days of age.

## **B10 - Road Names, Signs and Markers**

- B10.1 All roads shall be named, with prior approval for said name from the Williamson County 911 Addressing Coordinator. Roads must be named in a manner to avoid confusion in identification. Roads that are extensions of existing roads must carry the names of those in existence. Roads

that are not continuous, or which have 90 degree turns, shall have different names. The Owner shall provide the Coordinator with two digital files of the plat. One file shall be in an Adobe .pdf format, and the other file shall be in an AutoCAD .dwg format georeferenced to NAD 1983 State Plane Grid Coordinate System, Texas Central Zone (4203), with drawing units of US feet. The road names shall be displayed on standard intersection road marker signs erected by the Owner in compliance with the TxMUTCD "Street Name Signs" and at the locations as indicated on the construction plans.

- B10.2 Traffic control signs (such as stop, yield, and speed limit signs) shall be installed by the Owner of said subdivision in compliance with the latest version of the TxMUTCD and at the locations as indicated on the approved construction plans. Other traffic control signs, as shown on the construction plans, shall be installed to indicate any unusual traffic or road hazard or conditions that may exist. All traffic control devices shall be placed in compliance with latest version of the TxMUTCD and the construction cost shall be borne by the Owner.
- B10.3 A speed limit of 25 mph for local roads, 30 mph for collector roads and 40 mph for arterial roads within all platted subdivisions is hereby adopted. This limit may be changed only by Commissioners Court upon the basis of an engineering and traffic investigation showing that the prima facie maximum reasonable and prudent speed for a particular road (or part of a road) should be different.
- B10.4 The placement of a stop sign or a yield sign on the minor road at intersections shall be evaluated on a case-by-case basis in accordance with the TxMUTCD. An all-way stop sign (multi-way stop) is a traffic control device used to assign the right of way at intersections if certain traffic conditions exist and where the volumes of traffic on the intersecting roads is approximately equal. An all-way stop shall be installed only where warranted. According to the TxMUTCD, an all-way stop sign may be warranted when any of the following conditions exist:
- B10.4.1 Where traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.
- B10.4.2 Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions
- B10.4.3 Where the following minimum traffic volumes exist:
- a. The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and
  - b. The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but
  - c. If the 85th-percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in Items 1 and 2.

- B10.4.4 Where no single criterion is satisfied, but where Criteria B10.4.2, B10.4.3(a), and B10.4.3(b) are all satisfied to 80 percent of the minimum values. Criterion B10.4.3(c) is excluded from this condition.
- B10.5 For any road that is proposed to be extended at some time in the future, a minimum of five metal channel posts, equally spaced, shall be placed at the end of the road. Each post shall have an 18"x18" red diamond object marker sign (type OM-4 per TxMUTCD) placed four feet above the existing ground.
- B10.6 A future road extension sign shall be placed at the end of all roads and temporary cul-de-sacs that are proposed to be extended at some time in the future. The sign shall state the following: Future Extension of <name of road>.
- B10.7 Signage that differs from the standard signage that is maintained by the County shall be maintained in accordance with an executed license agreement between the County and the Owner. The signage shall be maintained in such a fashion to comply with the TxMUTCD requirements and the executed license agreement.
- B10.8 If shared driveways are required to be named by the Williamson County 911 Addressing Coordinator, the driveway names shall be displayed on standard marker signs (BLACK letters on a WHITE background) erected by the Owner in compliance with the TxMUTCD, with prior approval for said name from the Williamson County 911 Addressing Coordinator. All other standard street name signs (WHITE letters on a GREEN background) in accordance with the TMUTCD, shall be erected by the Owner, unless approved in accordance with an executed license agreement between the County and the Owner. Williamson County Road & Bridge utilizes standard 2-3/8" steel pipe and the Wedge Anchor Steel System sign mounting detail (TxDOT Detail SMD(TWT) - 08) and retroreflective sheeting for roadside signs. Per the TxMUTCD, there shall be a minimum of 2 feet between the face of standard curb and the inside edge of signs or where standard curb is not present there shall be a minimum of 7 feet from the edge of the travel way to the inside edge of signs.

## B11 - Drainage and Flood Control

- B11.1 Stormwater management controls shall be designed, constructed, and maintained to restrict the rate of drainage from the platted area to the rate of drainage of the land in its existing condition. When a development shall have several sections, stormwater management controls for the ultimate developed area shall be constructed if not located in the first platted section. Stormwater management controls are to be designed by a Professional Engineer using a basis of a 2, 10, 25, and 100-year storm.

If proposed development is detention exempt, a Detention Exemption Letter, requesting the detention exemption to be utilized, shall be provided in place of a Drainage Report and the plat shall contain a corresponding plat note from Appendix C12.

A proposed development may be considered exempt from providing on-site stormwater detention requirements if it meets the requirements of one of the following sections:

- B11.1.1 The County has identified "Detention Exempt Stream Reaches" that have been determined to have a stormwater discharge time-to-peak sufficiently long enough

(assuming uniform spatial and temporal rainfall distribution of a design storm event) to allow an adjacent proposed development to release undetained stormwater discharges directly into the Detention Exempt Stream Reach without adversely affecting downstream peak discharges. Detention Exempt Stream Reaches are shown in Exhibit 1 and are available in digital format (GIS shapefile) upon request. These reaches include portions of:

- Berry Creek
- Brushy Creek
- North Fork San Gabriel River
- Salado Creek
- San Gabriel River
- South Fork San Gabriel River
- Willis Creek

In order for a proposed development to qualify for a detention exemption, the proposed development shall meet one of the following criteria:

a. All land connecting the proposed development to a Detention Exempt Stream Reach is owned by the development parties, allowing the proposed development to discharge directly to a Detention Exempt Stream Reach.

OR

b. Necessary property easements are obtained by the development parties and sufficient drainage improvements are constructed in order to safely convey flows up to the 100-year storm event through adjacent properties to a Detention Exempt Stream Reach. Provide the following:

- i. Provide a copy of drainage easements, or other agreement or evidence acceptable to the County, that all land connecting the proposed development to a Detention Exempt Stream Reach are obtained by the development parties.
- ii. If the proposed drainage easement will cross any roadways not maintained by the County, approval from that local or state entity is required to pass un-detained flows from the property to be developed, at locations with their right-of-way.
- iii. Provide drainage calculations and construction plans if necessary, that demonstrate safe conveyance of flows from the site to the Detention Exempt Stream Reach. The analysis may utilize normal depth tailwater conditions and shall be analyzed for the 100-year storm event.
- iv. If channel construction or grading is necessary, the construction must be completed and approved by the County before approval of the Final Plat.

B11.1.2 Plats with three or less lots for single family residential use, with less than 20% impervious cover per lot.

B11.1.3 Plats with all lots of 2 acres or more and less than 20% of impervious cover per lot.

B11.1.4 Plats with a single lot intended for non-residential use, and the stormwater management controls would be more appropriate to be designed, constructed, and maintained by the property owner at the time of site development. The plat shall contain a corresponding plat note from Appendix C12.



- B11.1.5 Exemptions for on-site stormwater detention based on peak discharge timing will not be considered for proposed developments that do not meet the criteria described in this section.
- B11.2 The proposed time of concentrations and land cover roughness n-values, used to calculate time of concentration, should be consistent from existing to proposed conditions.
- B11.3 When calculating peak flows, the runoff curve number shall remain the same between existing and proposed conditions, using the assumption of raw (undeveloped) land with no impervious cover. The existing and proposed percentage of impervious cover shall be input individually for each condition. For the proposed conditions, the maximum potential percentage of impervious cover shall be used.
- B11.4 Detention volume shall be sized by comparing the existing peak runoff produced by the site versus the proposed peak runoff produced by the site, for the 2, 10, 25 and 100-year frequency rainfall event. Methods used to analyze the pre and post development conditions should focus on the proposed changes in impervious cover and time of concentration associated with development of the site. The points of analysis must be consistent between existing and proposed scenarios for a direct and accurate assessment of impacts. The timing of hydrographs may not be used to demonstrate a decrease of proposed peak flows from the developed site.
- B11.5 For detention design, NOAA Atlas 14 precipitation values shall be taken from the Williamson County rainfall zones for a 24-hour duration storm. These zones and rainfall data can be found in Exhibit 2 and the associated tables.
- B11.6 For detention design, major channel design and analysis, determination of peak flow rates for floodplain modeling, and hydrologic channel routing, the U.S. Army Corps of Engineers HEC-HMS software is recommended. NOAA Atlas 14 rainfall, per Exhibit 2 – Rainfall Data, shall be utilized for all hydrologic analyses. If HEC-HMS is not utilized, the full model input and output shall be provided including structure and outlet details as modeled.
- B11.7 Impervious cover assumptions must be clearly stated within the drainage report.
- B11.8 For floodplain studies, major channel design and analysis, and determination of finished floor elevations, the U.S. Army Corps of Engineers HEC-RAS software must be utilized.
- B11.9 Drainage calculations and design shall be made using the latest edition of the City of Austin's Drainage Criteria Manual except where otherwise specified in the regulations herein, or other methods satisfactory to the County Engineer. All data and calculations must be presented to the County Engineer as part of the construction plans or drainage report. The following requirements shall be incorporated into the design:
- B11.9.1 Bridges and cross drainage structures for arterial, collector, and local roads shall be designed to convey the 25-year storm without overtopping the facility.
- B11.9.2 All longitudinal drainage structures shall be designed to convey the 10-year storm.
- B11.10 All drainage structures and appurtenances shall be designed by a Registered Professional Engineer. A profile shall be shown in the construction plans for all drainage structures. Each profile shall show the design flow, velocity, invert elevations, and the hydraulic grade line.



B11.11 The use of thermoplastic pipes (including but not limited to Poly Vinyl Chloride (PVC) Pipe, High Density Polyethylene Pipe (HDPE), Polypropylene Pipe, etc.) is specifically prohibited from use for cross drainage, parallel drainage, storm drains and all other stormwater conveyance within the right of way and/or easements in connection with draining or protecting the road system.

B11.12 All pipe used for cross drainage, parallel drainage, storm drains, and all other storm water conveyances within the right of way and/or easements in connection with draining or protecting the road system shall be designed and constructed with the following criteria in Table B11.12 below:

**Table B11.12 - Pipe Criteria**

Pipe Type	Reinforced Concrete Pipe (RCP)	Reinforced Concrete Box (RCB)	Corrugated Metal Pipe (CMP)	Corrugated Metal Pipe Arch (CMPA)	Reinforced Concrete	Precast concrete
Storm Drain Systems	X	X				
Cross Culverts	X	X				
Parallel (driveway) drainage	X	X	X	X		
Junction Boxes					X	X
Manholes					X	X
Fittings and Wyes						X
<b>Notes</b> 1. Cast-in-place is prohibited without prior approval from the County Engineer 2. Pipes must have a minimum interior diameter of eighteen inches (18") or equivalent						

B11.13 The Preliminary Plat Drainage Report must include, but not be limited to:

B11.13.1 Project description and location

B11.13.2 Description of the overall rainfall-runoff conveyance within the development

B11.13.3 Describe the management of off-site runoff draining toward the development

B11.13.4 Overall hydrologic analyses, discuss:

- Land use assumptions, runoff coefficients and curve numbers
- Rainfall source, depths, and distribution
- Existing and proposed peak flows at points of interest

B11.13.5 Provide existing and proposed drainage area maps with associated parameters:

- Drainage area boundaries and sizes
- Labeled contours
- North Arrow
- Time of concentration paths and values
- Location of bridges and major culverts
- Creeks, watercourses, channels and drainage easements
- Ensure drainage areas and points of interest are consistent between existing and proposed conditions for a "like to like" comparison

- B11.13.6 Preliminary stormwater detention analyses (as applicable), provide:
- Location and approximate volume of detention facilities
- B11.13.7 Hydraulic analyses
- Evaluation and discussion of the conveyance of stormwater from the site to a downstream defined watercourse for all drainage outfalls leaving the development
- B11.13.8 Floodplain study, provide:
- Effective and preliminary FEMA floodplains, as applicable
  - Floodplain exhibit showing floodplain boundary with proposed lot lines
  - Explanation and location of anticipated floodplain improvements that may require a Conditional Letter of Map Revision (CLOMR) or Letter of Map Revision (LOMR)

B11.14 The Refined Drainage Report must include, but not be limited to:

B11.14.1 Project description and location

B11.14.2 Evaluate and discuss the refined rainfall-runoff conveyance within the development

B11.14.3 Evaluate and discuss the management of off-site runoff draining toward the development

B11.14.4 Hydrologic analyses:

- Provide details of how the following parameters were determined:
  - Land use assumptions
  - Runoff coefficients and curve number background data, per Appendix B11.2 & 11.3
  - Time of concentration and lag time calculations
  - Rainfall source, depths, and distribution
  - Routing reach parameters
- Provide existing and refined proposed drainage area maps with associated parameters:
  - Drainage area boundaries and sizes
  - Labeled contours
  - North arrow
  - Time of concentration paths and values
  - Runoff coefficients or curve numbers
  - Peak flows at points of interest
  - Location of bridges and cross culverts
  - Creeks, watercourses, channels and drainage easements
  - Ensure drainage areas and points of interest are consistent between existing and proposed conditions for a “like to like” comparison
- Provide existing and proposed HEC-HMS model with program version stated in report or construction plans
- Provide any Rational Method calculations

B11.14.5 Refine Stormwater detention analyses (as applicable), provide:

- Peak flows at points of interest for the 2-, 10-, 25- and 100-year events
- Location and volume of detention facilities
- Stage-storage-discharge tables
- Construction plans for detention pond(s)
- Outlet structure details

- Description/details on pond outfall conveyance to downstream defined watercourse

#### B11.14.6 Hydraulic analyses

- Provide details of how the following parameters were determined:
  - Downstream boundary conditions
  - Manning's n values
  - Ineffective flow areas
  - Contraction/expansion coefficients
  - Entrance/exit loss coefficients
- Discuss energy dissipation at outfalls
- Evaluate any changes in drainage patterns from existing to proposed conditions at all points of interest leaving the site
- Evaluation and discussion of the conveyance of stormwater from the site to a downstream defined watercourse for all drainage outfalls leaving the development

#### B11.14.7 Refined Floodplain study, provide:

- Effective and preliminary FEMA floodplains, as applicable
  - If modifying, include the original, existing condition and proposed models
- Floodplain exhibit clearly showing:
  - Refined floodplain boundary with proposed lot lines
  - Labeled contours
  - North arrow
  - Location of cross sections used in hydraulic model
  - 100-year water surface elevations (BFE) at cross sections
- Electronic HEC-RAS model with program version stated in report
- Flow data that matches hydrologic analysis for 2, 10, 25, and 100-year events
- Explanation and location of anticipated floodplain improvements that may require a Conditional Letter of Map Revision (CLOMR) or Letter of Map Revision (LOMR)

B11.15 Driveway culverts shall have a minimum interior diameter of 18" or equal and a minimum length of 22 feet and shall include a concrete apron safety end treatment in accordance with current TxDOT safety end treatment standards. Larger or longer culverts shall be installed if necessary, to accommodate drainage based upon a 10-year flow frequency.

B11.16 At some point within the first ten feet from the edge of the roadway gutter, the entire width of a driveway shall have the same or greater elevation as the top of the curb at the edge of the roadway.

B11.17 Maintenance responsibility for drainage will not to be accepted by the County other than that accepted in connection with draining or protecting the road system. Maintenance responsibility for storm water management controls will remain with the Owner.

B11.18 Easements shall be provided, where necessary, for all drainage courses and identified floodplains in and across property to be platted. The location and width shall be shown on the plat and marked "Drainage Easement" or "Drainage and Underground Utilities Easement". In general, a "Drainage Easement" shall be a minimum of 20 feet in width and a "Drainage and Underground Utilities Easement" shall be a minimum of 30 feet in width.

- B11.19 All roadside ditches shall have a minimum depth, as measured from the edge of the road pavement, equal to the diameter of the driveway culvert pipe(s) plus nine inches, and a bottom width equal to the diameter of the driveway culvert pipe(s). The side slopes of the ditches are to be 3:1 or flatter, except at parallel culverts which shall be 4:1 or flatter to accommodate a standard safety end treatment.
- B11.20 Where all lots are 2 acres or more and exempt from detention, roadside ditches may be eliminated within a rural subdivision provided that the road has 18-inch ribbon curbs, the roadway surface has an adequate cross slope, and the overall drainage patterns throughout the subdivision remain as in an undeveloped state. If internal subdivision roadways are proposed within a natural drainage pattern or sheet flow subdivision, a typical section is required within construction plans requiring the contractor to insure a minimum 1.5" drop on finished grade, with grass or other land cover, from the back of curb to the shoulder on the downslope side of all sheet flow street sections, to insure positive drainage from the roadway. It is the property owner's responsibility to ensure top of grass and other landscaping along ribbon curb, on the downslope side of the roadway, does not obstruct or redirect flow within the right-of-way.
- B11.21 Stormwater management controls and infrastructure, including but not limited to detention and water quality ponds, shall not be located within the right-of-way nor any roadway easements. Stormwater management controls shall be contained within a separate lot or easement for drainage, detention or water quality purposes and dedicated to the entity that will be responsible for their maintenance. No portion of any stormwater management controls including but not limited to walls, impoundment structures, inlet/outlet structures, underground vaults or level spreaders shall be physically connected to the roadway, roadway embankment or the cross-drainage system that drains the roadway. The roadway embankment shall not be used for the dual purpose of temporarily or permanently impounding water for stormwater management or detention purposes.

## Appendix C - Plat Notes

### C1 - Owner's Dedication

STATE OF TEXAS

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KNOW ALL MEN BY THESE PRESENTS;

COUNTY OF WILLIAMSON

I, (*Current Owner*) sole owner\*\* (*or co-owner*) of the certain tract of land shown hereon and described in a deed recorded in Document No. (*or Volume and Page*) of the Official Records of Williamson County, Texas, *\*[and do hereby state that there are no lien holders of the certain tract of land]*, and do hereby (*subdivide, resubdivide, amend, etc.*) said tract as shown hereon, and do hereby consent to all plat note requirements shown hereon, and do hereby forever dedicate to the public the roads, alleys, rights-of-way, easements and public places shown hereon for such public purposes as Williamson County may deem appropriate, and do hereby state that all public roadways and easements as shown on this plat are free of liens. This subdivision is to be known as \_\_\_\_\_ (name of subdivision).

TO CERTIFY WHICH, WITNESS by my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
<Owner's signature>

<Typed Name>

<Typed Title>

<Typed Address>

\* *If there is a Lien Holder of the property, remove the bracketed statement and add a separate signature block and notary signature block for the Lien Holder.*

\*\* *There must be a separate signature block, each with a notary signature block, for each owner on the deed.*

### C2 - Road Widening Easements

Right-of-way easements for widening roadways or improving drainage shall be maintained by the landowner until road or drainage improvements are actually constructed on the property. The County has the right at any time to take possession of any road widening easement for the construction, improvement or maintenance of the adjacent road.

### C3 - Roadway Construction

In approving this plat by the Commissioners Court of Williamson County, Texas, it is understood that the building of all roads, and other public thoroughfares and any bridges or culverts necessary to be constructed or placed is the responsibility of the owner(s) of the tract of land covered by this plat in accordance with the plans and specifications prescribed by the Commissioners Court of Williamson County, Texas. Said Commissioners Court assumes no obligation to build any of the roads, or other public thoroughfares shown

on this plat, or of constructing any of the bridges or drainage improvements in connection therewith. The County will assume no responsibility for drainage ways or easements in the subdivision, other than those draining or protecting the road system.

## C4 - Owner's Responsibilities

It is the responsibility of the owner, not the County, to assure compliance with the provisions of all applicable state, federal and local laws and regulations relating to the platting and development of this property.

The County assumes no responsibility for the accuracy of representations by other parties in this plat. Floodplain data, in particular, will change over time and the current effective floodplain data takes precedence over floodplain data represented on this plat. It is further understood that the owners of the tract of land covered by this plat must install at their own expense all traffic control devices and signage that may be required before the streets in the subdivision have been accepted for maintenance by the County.

## C5 - County Judge's Approval

STATE OF TEXAS

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KNOW ALL MEN BY THESE PRESENTS;

COUNTY OF WILLIAMSON

I, *<name of current judge>*, County Judge of Williamson County, Texas, do hereby certify that this map or plat, with field notes hereon, for a subdivision having been fully presented to the Commissioners Court of Williamson County, Texas, and by the said Court duly considered, were on this day approved and that this plat is authorized to be registered and recorded in the proper records of the County Clerk of Williamson County, Texas.

\_\_\_\_\_  
*<name of current judge>*, County Judge  
Williamson County, Texas

\_\_\_\_\_  
Date

## C6 - County Clerk's Certification

STATE OF TEXAS

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KNOW ALL MEN BY THESE PRESENTS;

COUNTY OF WILLIAMSON

I, *<name of current clerk>*, Clerk of the County Court of said County, do hereby certify that the foregoing instrument in writing, with its certificate of authentication was filed for record in my office on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ A.D., at \_\_\_\_ o'clock, \_\_\_\_ M., and duly recorded this the day of \_\_\_\_\_, 20\_\_\_\_ A.D., at \_\_\_\_ o'clock, \_\_\_\_ M., in the Official Public Records of said County in Instrument No. \_\_\_\_\_.

TO CERTIFY WHICH, WITNESS my hand and seal at the County Court of said County, at my office in Georgetown, Texas, the date last shown above written.

*<name of current clerk>*, Clerk County Court  
of Williamson County, Texas

By: \_\_\_\_\_, Deputy

## C7 - On-Site Sewage Facility Approval

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 disclaims 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.

\_\_\_\_\_  
*<name of current county engineer>*  
*<title>*, Williamson County Engineer

\_\_\_\_\_  
Date

## C8 - Floodplain Administrator Approval

Based upon the representations of the Engineer or Surveyor whose seal is affixed hereto, and after review of the plat as represented by the said Engineer or Surveyor, I find that this plat complies with the Williamson County Floodplain Regulations. This certification is made solely upon such representations and should not be relied upon for verifications of the facts alleged. Williamson County disclaims 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 within it.

\_\_\_\_\_  
*<name of current floodplain administrator>*  
Williamson County Floodplain Administrator

\_\_\_\_\_  
Date

## C9 - City of Liberty Hill

The City of Liberty Hill, Texas acknowledges receipt of this plat for review and/or approval in conjunction with the planning purposes and payment of applicable fees for the provision of water and/or wastewater services.

<name>

Date

City of Liberty Hill, Texas

## C10 - Development Notes

The following notes are required on all plats:

### C10.1 **Drainage Maintenance**

MAINTENANCE RESPONSIBILITY FOR DRAINAGE WILL NOT BE ACCEPTED BY THE COUNTY OTHER THAN THAT ACCEPTED IN CONNECTION WITH DRAINING OR PROTECTING THE ROAD SYSTEM. MAINTENANCE RESPONSIBILITY FOR STORM WATER MANAGEMENT CONTROLS WILL REMAIN WITH THE OWNER.

### C10.2 **Utility Service Providers:**

WATER SERVICE IS PROVIDED BY: *[NAME OF PROVIDER OR ON-SITE PRIVATE WELL]*  
WASTEWATER SERVICE IS PROVIDED BY: *[NAME OF PROVIDER OR ON-SITE SEWAGE FACILITY]*

### C10.3 **Improvements within the Right-of-way or Road widening easements**

THE LANDOWNER ASSUMES ALL RISKS ASSOCIATED WITH IMPROVEMENTS LOCATED IN THE RIGHT-OF-WAY OR ROAD WIDENING EASEMENTS. BY PLACING ANYTHING IN THE RIGHT-OF-WAY OR ROAD WIDENING EASEMENTS, THE LANDOWNER INDEMNIFIES AND HOLDS THE COUNTY, IT'S OFFICERS AND EMPLOYEES HARMLESS FROM ANY LIABILITY OWING TO PROPERTY DEFECTS OR NEGLIGENCE NOT ATTRIBUTABLE TO THEM AND ACKNOWLEDGES THAT THE IMPROVEMENTS MAY BE REMOVED BY THE COUNTY AND THAT THE OWNER OF THE IMPROVEMENT SHALL BE RESPONSIBLE FOR THE RELOCATION AND/OR REPLACEMENT OF THE IMPROVEMENT.

The following notes are required if applicable:

### C10.4 **Rural Mailboxes**

RURAL MAILBOXES SHALL BE SET THREE FEET FROM THE EDGE OF THE PAVEMENT OR BEHIND CURBS, WHEN USED. ALL MAILBOXES WITHIN COUNTY ARTERIAL RIGHT-OF-WAY SHALL MEET THE CURRENT TXDOT STANDARDS. ANY MAILBOX THAT DOES NOT MEET THIS REQUIREMENT MAY BE REMOVED BY WILLIAMSON COUNTY.

### C10.5 **Replats**

EXCEPT AS MAY BE MODIFIED OF HEREON, THIS REPLAT IS SUBJECT TO ALL APPLICABLE PLAT NOTES AND RESTRICTIONS AS SET FORTH IN THE ORIGINAL PLAT OF



**C10.6 Sight Distance Easements**

NO CONSTRUCTION, PLANTING OR GRADING SHALL BE PERMITTED TO INTERFERE WITH SIGHT DISTANCE EASEMENTS BETWEEN THE HEIGHTS OF THREE AND EIGHT FEET AS MEASURED FROM THE CROWNS OF THE ADJACENT STREETS.

**C10.7 Sidewalk Maintenance**

ALL SIDEWALKS WITHIN THIS SUBDIVISION ARE TO BE MAINTAINED BY EACH OF THE ADJACENT PROPERTY OWNERS.

**C10.8 Impervious Cover**

MAXIMUM OF \_\_\_\_% IMPERVIOUS COVER PER LOT, OTHERWISE STORMWATER MANAGEMENT CONTROLS SHALL BE DESIGNED, CONSTRUCTED AND MAINTAINED BY OWNER. IF IMPERVIOUS COVER IS PROPOSED TO EXCEED MAXIMUM PERCENTAGE ALLOWED, CONTACT WILLIAMSON COUNTY FLOODPLAIN ADMINISTRATION TO REVIEW THE STORMWATER MANAGEMENT CONTROLS PROPOSED ON LOT.

**C10.9 Minimum Finished Floor Elevation**

THE MINIMUM FFE SHALL BE AT LEAST ONE FOOT ABOVE THE ADJACENT FINISHED GRADE AND BFE. EXCEPTIONS CAN BE MADE AT ENTRANCE AND EGRESS POINTS, WHERE NECESSARY, TO MEET THE AMERICANS WITH DISABILITIES ACT (ADA). RECREATIONAL VEHICLE PARKING PADS MUST ALSO BE PLACED AT LEAST ONE FOOT ABOVE BFE.

**C10.10 Terraces**

LAND WITHIN THIS PLAT IS TERRACED FROM PRIOR AGRICULTURAL USE. THE TERRACING RETAINS RAINFALL RUNOFF AND DIRECTS IT THROUGH EXISTING DRAINAGE PATTERNS ON LOTS. EXISTING DRAINAGE PATTERNS SHALL REMAIN THE SAME. PROPERTY OWNERS SHALL NOT GRADE OR DEVELOP LAND ON PROPERTY IN A MANNER THAT WOULD ALTER THE EXISTING DRAINAGE PATTERNS. IN THE EVENT DRAINAGE PATTERNS ARE CHANGED AND ADJACENT PROPERTIES ARE ADVERSLY IMPACTED OR DAMAGED, THE PROPERTY OWNER MAY BE LIABLE PER TEXAS WATER CODE SECTION 11.086.

**C10.11 Homeowners Association**

THE OWNER SHALL CREATE A MANDATORY HOMEOWNERS ASSOCIATION THAT SHALL BE RESPONSIBLE FOR THE MAINTENANCE AND LIABILITY OF ANY LANDSCAPING, IRRIGATION, SIDEWALKS, ILLUMINATION, SUBDIVISION IDENTIFICATION SIGNS, WATER QUALITY FEATURES, ETC. PLACED WITHIN THE WILLIAMSON COUNTY RIGHT-OF-WAY. THIS HOMEOWNERS ASSOCIATION SHALL HAVE ASSESSMENT AUTHORITY TO INSURE THE PROPER FUNDING FOR MAINTENANCE.

**C10.12 Private Subdivisions**

C10.12.1 EVERY DEED WITHIN THIS SUBDIVISION SHALL CONTAIN NOTICE THAT ALL ROADS WITHIN THIS SUBDIVISION ARE PRIVATE. WILLIAMSON COUNTY WILL NEVER ACCEPT OR MAINTAIN THE ROADS UNLESS THEY MEET THE COUNTY STANDARDS IN EFFECT ON THE DATE OF ACCEPTANCE.

C10.12.2 THE OWNER SHALL CREATE A MANDATORY HOMEOWNERS ASSOCIATION THAT SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF THE ROAD WITHIN

THIS SUBDIVISION. THIS HOMEOWNERS ASSOCIATION SHALL HAVE ASSESSMENT AUTHORITY TO ENSURE THE PROPER FUNDING FOR MAINTENANCE, AND MEMBERSHIP IN THIS ASSOCIATION SHALL BE MANDATORY FOR ALL LOT OWNERS.

**C10.13 Natural Drainage Pattern/Sheet flow Subdivisions**

THIS SUBDIVISION IS DESIGNED TO ALLOW NATURAL DRAINAGE PATTERNS TO SHEET FLOW ACROSS PROPERTIES AND ROADWAYS. PROPERTY GRADING SHALL DIRECT WATER AWAY FROM THE STRUCTURAL FOUNDATION, INCLUDING STORMWATER THAT ORIGINATES ACROSS ROADWAYS. IT IS THE PROPERTY OWNERS RESPONSIBILITY TO ENSURE THAT TOP OF GRASS OR OTHER LANDSCAPING ALONG RIBBON CURB, ON THE DOWNSLOPE SIDE OF THE ROADWAY, DOES NOT OBSTRUCT OR REDIRECT FLOW WITHIN THE RIGHT-OF-WAY. THIS REQUIREMENT APPLIES TO BLOCK \_\_\_ LOTS \_\_\_.

**C10.14 Driveway Maintenance**

DRIVEWAY MAINTENANCE WILL BE THE RESPONSIBILITY OF THE PROPERTY OWNER. IF OBSTRUCTIONS OCCUR WITHIN THE DRIVEWAY CULVERT, THE COUNTY RESERVES THE RIGHT TO CLEAR OBSTRUCTIONS THAT ARE CAUSING ADVERSE IMPACTS TO THE ROADWAY.

**C10.15 Preliminary Plat with no Proposed Development**

THE PURPOSE OF THIS PRELIMINARY PLAT IS TO SHOW THE PROPOSED IMPROVEMENTS TO THE OWNER'S PROPERTY, INCLUDING THE EXISTING TOPOGRAPHY, TO EVALUATE THE EXISTING AND PROPOSED DRAINAGE PATTERNS. THERE ARE NO IMPROVEMENTS OR SUBDIVISION OF LOT \_\_\_ PROPOSED WITH THIS PRELIMINARY PLAT. A REVISED PRELIMINARY PLAT SHALL BE SUBMITTED AND APPROVED PRIOR TO ANY DIVISION OF LOT \_\_\_ INTO TWO OR MORE PARTS TO LAY OUT (1) A SUBDIVISION OF THE TRACT, INCLUDING AN ADDITION; (2) LOTS; OR (3) STREETS, ALLEYS, SQUARES, PARKS, OR OTHER PARTS OF THE TRACT INTENDED TO BE DEDICATED TO PUBLIC USE OR FOR THE USE OF PURCHASERS OR OWNERS OF LOTS FRONTING ON OR ADJACENT TO THE STREETS, ALLEYS, SQUARES, PARKS, OR OTHER PARTS. A LOT IS ANY PARCEL OR TRACT OF LAND EXCLUSIVE OF ANY ADJOINING ROAD OR ROAD RIGHT-OF-WAY THAT IS SEPARATED FROM OTHER PARCELS BY A LEGAL DESCRIPTION, A SUBDIVISION OF RECORD, OR SURVEY MAP. THE TERMS "STREET" OR "ROAD" ARE INTERCHANGEABLE AND ARE USED TO DESCRIBE ALL VEHICULAR WAYS, REGARDLESS OF ANY OTHER DESIGNATION THEY MAY CARRY OR WHETHER THE STREET OR ROAD WILL BE PUBLIC OR PRIVATELY OWNED.

**C10.16 Shared Driveway**

LOTS \_\_, \_\_ AND \_\_ SHALL ONLY USE A SINGLE SHARED DRIVEWAY. NO MORE THAN THREE RESIDENCES TOTAL SHALL BE SERVED BY THE SINGLE SHARED DRIVEWAY.

## **C11 - Floodplain Notes**

The following notes are required on all plats, unless otherwise indicated:

**C11.1 Flood Hazard Area**

[NO LOT IN THIS SUBDIVISION IS] [LOTS \_\_, \_\_ AND \_\_ ARE] ENCROACHED BY A SPECIAL FLOOD HAZARD AREA(S) INUNDATED BY THE 100-YEAR (1% CHANCE) FLOOD AS IDENTIFIED BY THE U.S. FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD

INSURANCE RATE MAP, COMMUNITY PANEL NO. [\_\_\_\_\_]E], EFFECTIVE DATE \_\_\_\_\_, 20\_\_ FOR WILLIAMSON COUNTY, TEXAS.

**C11.2 Certificate of Compliance**

C11.2.1 A CERTIFICATE OF COMPLIANCE IS HEREBY ISSUED FOR ALL LOTS WITHIN THIS SUBDIVISION. THIS CERTIFICATE OF COMPLIANCE IS VALID UNTIL SUCH TIME AS FEMA OR THE COUNTY REVISES OR NEWLY ADOPTS FLOODPLAIN BOUNDARIES IN THIS VICINITY.

C11.2.2 NO STRUCTURE OR LAND IN THIS PLAT SHALL HEREAFTER BE LOCATED OR ALTERED WITHOUT FIRST OBTAINING A CERTIFICATE OF COMPLIANCE OR FLOODPLAIN DEVELOPMENT PERMIT FROM THE WILLIAMSON COUNTY FLOODPLAIN ADMINISTRATOR.

**C11.3 Floodplain**

The following notes are required on plats with lots encumbered by or adjacent to an established floodplain:

C11.2.1 A FLOODPLAIN DEVELOPMENT PERMIT MAY BE REQUIRED FOR BLOCK/LOTS \_\_, \_\_ AND \_\_ PRIOR TO ANY CONSTRUCTION OR DEVELOPMENT. THE NEED FOR A FLOODPLAIN DEVELOPMENT PERMIT WILL BE DETERMINED BY WILLIAMSON COUNTY UPON REVIEW OF THE PROPOSED STRUCTURE LOCATION.

C11.2.2 THE MINIMUM FINISHED FLOOR ELEVATIONS (FFE) FOR LOTS SHOWN ON THIS PLAT ARE DETERMINED BY A STUDY PREPARED BY \_\_\_\_\_, DATED \_\_\_\_\_, 20\_\_.

C11.2.3 FLOODPLAIN INFORMATION, SUCH AS FLOODPLAIN BOUNDARIES, DEPTHS, ELEVATIONS, AND THE MINIMUM FINISHED FLOOR ELEVATIONS SHOWN ON THIS PLAT, WILL CHANGE OVER TIME WITH BETTER DATA AND FLOOD STUDIES. THE FLOODPLAIN INFORMATION SHOWN ON THIS PLAT WAS ACCURATE AT THE TIME OF PLATTING, BUT MAY BE SUPERSEDED AT THE TIME OF CONSTRUCTION. THE BEST AVAILABLE FLOODPLAIN DATA SHALL BE UTILIZED AT THE TIME OF CONSTRUCTION, AS DETERMINED BY THE WILLIAMSON COUNTY FLOODPLAIN ADMINISTRATOR. A FLOODPLAIN DEVELOPMENT PERMIT APPLICATION MUST BE SUBMITTED AND APPROVED PRIOR TO ANY CONSTRUCTION OR DEVELOPMENT WITHIN OR ADJACENT TO A REGULATED FLOODPLAIN.

## C12 – Stormwater Management Notes

The following notes are required as applicable (these notes may be modified with County Engineer approval):

C12.1 THIS DEVELOPMENT IS CONSIDERED EXEMPT FROM ON-SITE STORMWATER DETENTION CONTROLS BASED ON WILLIAMSON COUNTY SUBDIVISION REGULATION B11.1.1, WHICH STATES THAT A PROPOSED DEVELOPMENT MAY BE CONSIDERED

EXEMPT FROM PROVIDING ON-SITE STORMWATER DETENTION IF THE DEVELOPMENT RELEASES UNDETAINED STORMWATER DIRECTLY INTO A DETENTION EXEMPT STREAM REACH.

- C12.2 THIS DEVELOPMENT IS CONSIDERED EXEMPT FROM ON-SITE STORMWATER DETENTION CONTROLS BASED ON WILLIAMSON COUNTY SUBDIVISION REGULATION B11.1.2, WHICH STATES THAT A PROPOSED DEVELOPMENT MAY BE CONSIDERED EXEMPT FROM PROVIDING ON-SITE STORMWATER DETENTION IF THE PLAT HAS THREE OR LESS LOTS FOR SINGLE FAMILY RESIDENTIAL USE, WITH LESS THAN 20% IMPERVIOUS COVER PER LOT.
- C12.3 THIS DEVELOPMENT IS CONSIDERED EXEMPT FROM ON-SITE STORMWATER DETENTION CONTROLS BASED ON WILLIAMSON COUNTY SUBDIVISION REGULATION B11.1.3, WHICH STATES THAT A PROPOSED DEVELOPMENT MAY BE CONSIDERED EXEMPT FROM PROVIDING ON-SITE STORMWATER DETENTION IF ALL LOTS ARE 2 ACRES OR MORE AND LESS THAN 20% OF IMPERVIOUS COVER PER LOT.
- C12.4 THIS SUBDIVISION WAS EXEMPT FROM PROVIDING STORM-WATER MANAGEMENT CONTROLS (DETENTION) AT THE TIME OF FILING THIS PLAT BASED ON WILLIAMSON COUNTY SUBDIVISION REGULATION B11.1.4. PRIOR TO ANY DEVELOPMENT WITHIN THIS SUBDIVISION, STORM-WATER MANAGEMENT CONTROLS SHALL BE DESIGNED, CONSTRUCTED AND MAINTAINED BY THE OWNER IN ACCORDANCE WITH THE APPLICABLE REGULATIONS IN EFFECT AT THE TIME OF DEVELOPMENT. CONTACT THE WILLIAMSON COUNTY FLOODPLAIN ADMINISTRATOR FOR REVIEW AND APPROVAL OF THE PROPOSED STORMWATER MANAGEMENT CONTROLS PRIOR TO ANY DEVELOPMENT WITHIN THIS SUBDIVISION.
- C12.5 THIS SUBDIVISION IS SUBJECT TO STORM-WATER MANAGEMENT CONTROLS AS REQUIRED BY WILLIAMSON COUNTY SUBDIVISION REGULATIONS SECTION B11.1, ON NEW DEVELOPMENT THAT WOULD EVOKE SUCH CONTROLS BEYOND EXISTING CONDITIONS.

## C13 - Road Name and 911 Addressing Approval

Road name and address assignments verified this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ A.D.

\_\_\_\_\_  
Williamson County Addressing Coordinator

## C14 - Professional Engineer's/Registered Surveyor Certification

I, \_\_\_\_\_, do hereby certify that the information contained on this plat complies with the subdivision regulations adopted by Williamson County, Texas.

# Appendix D - Plat Application



**County Engineers' Office**  
3151 SE Inner Loop, Suite B  
Georgetown, TX 78626  
Telephone (512) 943-3330  
Fax (512) 943-3335  
Email: [development@wilco.org](mailto:development@wilco.org)

## PLAT APPLICATION

SUBJECT PROPERTY INFORMATION	
APPLICATION DATE*:	RESUBMITTAL: <input type="checkbox"/> YES <input type="checkbox"/> NO
PROJECT NAME:	
PROJECT ADDRESS OR LOCATION:	
IF RESUBMITTAL, PROJECT FORMERLY KNOWN AS:	
NUMBER OF LOTS:	TOTAL ACREAGE:
JURISDICTION: <input type="checkbox"/> CITY LIMITS <input type="checkbox"/> ETJ <input type="checkbox"/> OUTSIDE ALL CITY LIMITS AND ETJs	

\*This application shall expire five (5) years from the Application date if the project becomes dormant, as defined by Sec. 245.005, Texas Local Government Code, as amended. This application shall expire forty five (45) days from the date the Application is submitted if, after proper notification, the Application remains incomplete, as defined by Sec. 245.002e, Texas Local Government Code, as amended.

TYPE OF APPLICATION				
<input type="checkbox"/> PRELIMINARY PLAT	<input type="checkbox"/> CONSTRUCTION PLANS	<input type="checkbox"/> FINAL PLAT	<input type="checkbox"/> AMENDED PLAT / REPLAT	<input type="checkbox"/> MINOR PLAT

DIGITAL FILE SUBMISSION	
<input type="checkbox"/> ADOBE .pdf and <input type="checkbox"/> AutoCAD .dwg to COUNTY ENGINEER (email: <a href="mailto:development@wilco.org">development@wilco.org</a> )	
<input type="checkbox"/> ADOBE .pdf and <input type="checkbox"/> AutoCAD .dwg to 911 ADDRESSING (email: <a href="mailto:gis@wilco.org">gis@wilco.org</a> )	

CONTACT INFORMATION					
AGENT INFORMATION			PROPERTY OWNER INFORMATION		
FIRM NAME:			OWNER NAME:		
CONTACT:			CONTACT:		
ADDRESS:			ADDRESS:		
CITY:	STATE:	ZIP:	CITY:	STATE:	ZIP:
PHONE: ( )		FAX: ( )	PHONE: ( )		FAX: ( )
EMAIL:			EMAIL:		
DEVELOPER INFORMATION			SURVEYOR INFORMATION		
FIRM NAME:			FIRM NAME:		
CONTACT:			CONTACT:		
ADDRESS:			ADDRESS:		

CITY:	STATE:	ZIP:	CITY:	STATE:	ZIP:
PHONE: (    )	FAX: (    )		PHONE: (    )	FAX: (    )	
EMAIL:			EMAIL:		
<b>ENGINEER INFORMATION</b>			<b>OTHER CONTACT INFORMATION (IF DIFFERENT)</b>		
FIRM NAME:			OWNER NAME:		
CONTACT:			CONTACT:		
ADDRESS:			ADDRESS:		
CITY:	STATE:	ZIP:	CITY:	STATE:	ZIP:
PHONE: (    )	FAX: (    )		PHONE: (    )	FAX: (    )	
EMAIL:			EMAIL:		

<b>PROPERTY OWNER CONSENT/AGENT AUTHORIZATION</b>		
<p>By my signature, I hereby affirm that I am the property owner of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is complete and accurate, and it is understood that I agree to the development/subdivision of this property.</p>		
Signature:	Printed Name:	Date:
Signature:	Printed Name:	Date:
<p>By signing this form, the owner of the property owner authorizes Williamson County to begin proceedings in accordance with the process for this type of application indicated on page one of this application. The owner further acknowledges that submission of an application does not in any way obligate the County to approve the application and that although County staff may make certain recommendations regarding this application, the Commissioners Court may not follow that recommendation and may make a final decision that does not conform to the staff's recommendation.</p>		

<b>CALCULATION OF FEES</b>				
<b>PRELIMINARY PLAT:</b> \$550 + ____ lots x \$40 per lot = \$ ____	<b>CONSTRUCTION PLANS:</b> ____ lots x \$35 per lot + ____ feet road x \$1.00 per foot = \$ ____	<b>FINAL PLAT:</b> \$550 + ____ feet road x \$1.00 per foot + ____ lots x \$25 per lot = \$ ____	<b>AMENDED PLAT / REPLAT:</b> \$550	<b>MINOR PLAT:</b> \$550

<b>RECEIPT BY WILLIAMSON COUNTY (Office use only)</b>	
Date Application Received: ____ / ____ / 20____	Date Application Accepted / Rejected: ____ / ____ / 20____
Signature:	Signature:
<p>Receipt of this application by Williamson County does not provide confirmation or acceptance of a complete application, nor does it waive requirements for any additional information not contained as part of this application which may also be needed as a part of the review process.</p>	

## Appendix E - Plat Review and Approval Authority in ETJ's

ETJ	Review Authority	Are plats approved by the Wilco Commissioners Court?	County Judge Signature Block Required?	County Clerk Signature Block Required?	Wilco Addressing Coordinator Block Required?
<b>Austin ETJ</b>	City of Austin	No	No	Yes	Yes
<b>Cedar Park ETJ</b>	City of Cedar Park	No	No	Yes	Yes <sup>4</sup>
<b>Coupland ETJ</b>	Williamson County	Yes	Yes	Yes	Yes
<b>Florence ETJ</b>	City of Florence	No	No	Yes	Yes
<b>Georgetown ETJ</b>	Joint <sup>1</sup>	No	No	Yes	No
<b>Granger ETJ</b>	City of Granger	No	No	Yes	Yes
<b>Hutto ETJ</b>	Varies <sup>2</sup>	Varies <sup>2</sup>	Varies <sup>2</sup>	Yes	Yes
<b>Jarrell ETJ</b>	Williamson County	Yes	Yes	Yes	Yes
<b>Leander ETJ</b>	City of Leander	No	No	Yes	Yes
<b>Liberty Hill ETJ</b>	Joint <sup>1</sup>	No	No	Yes	Yes
<b>Pflugerville ETJ</b>	Williamson County	Yes	Yes	Yes	Yes
<b>Round Rock ETJ</b>	Varies <sup>3</sup>	Varies <sup>3</sup>	Varies <sup>3</sup>	Yes	Yes <sup>5</sup>
<b>Taylor ETJ</b>	City of Taylor	No	No	Yes	Yes
<b>Thrall ETJ</b>	City of Thrall	No	No	Yes	Yes
<b>Weir ETJ</b>	City of Weir	No	No	Yes	Yes
<b>Williamson County</b>	Williamson County	Yes	Yes	Yes	Yes

<sup>1</sup> In the Georgetown and Liberty Hill ETJ's, both the County and the respective city have joint, cooperative review authority. In these cases, there is a common rule book, or "Unified Development Code", that is used by both the City and County. The County's review comments are forwarded to the respective city for inclusion along with that city's review comments.

<sup>2</sup> In the Hutto ETJ, whether or not the plat is approved by the Williamson County Commissioners Court depends on whether there's going to be public sewer, and then only if the subdivision boundary is contiguous with the existing Hutto city limit. If so, the City of Hutto has review authority as they will annex this subdivision into their city. If not (i.e., there will be OSSD, there is a MUD, or just a water authority only), the Williamson County Commissioners Court will approve the plat. In the Star Ranch development, a joint review is performed by both Williamson County and the City of Hutto.

<sup>3</sup> The Round Rock ETJ is geographically segmented, where designated areas of the ETJ are under the review authority of Williamson County and plats in these areas are approved by the Williamson County Commissioners Court. The remaining areas within the ETJ are under the review authority of the City of Round Rock and plats in these areas are approved by the City of Round Rock.

<sup>4</sup> The City of Cedar Park assigns addresses within the Block House subdivision.

<sup>5</sup> The City of Round Rock assigns addresses within the Paloma Lake and Siena subdivisions.



# Appendix F – Lot Requirements

## F1 - Lot Dimensions

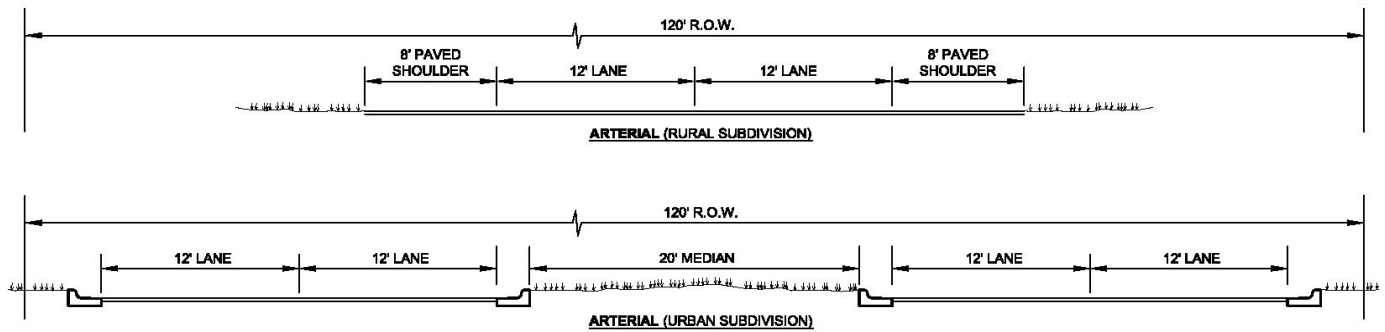
- F1.1 Lots shall be a minimum of 30 feet in width as measured 25 feet from the front property line.
- F1.2 Any lot that could potentially be further subdivided shall have a minimum width of 50 feet.
- F1.3 For determining the area required for an on-site sewage facility, the minimum lot size shall be in accordance with the current regulations of the Rules of the Williamson County On-Site Sewage Facility Program, or with the requirements of any other agency responsible for issuing permits for on-site sewage disposal as may be designated by the Williamson County Commissioners Court. Recognizable beds and banks of wet weather creeks, bodies of water, and dedicated public road easements shall not be included when calculating the lot area.

## F2 - Setback Requirements

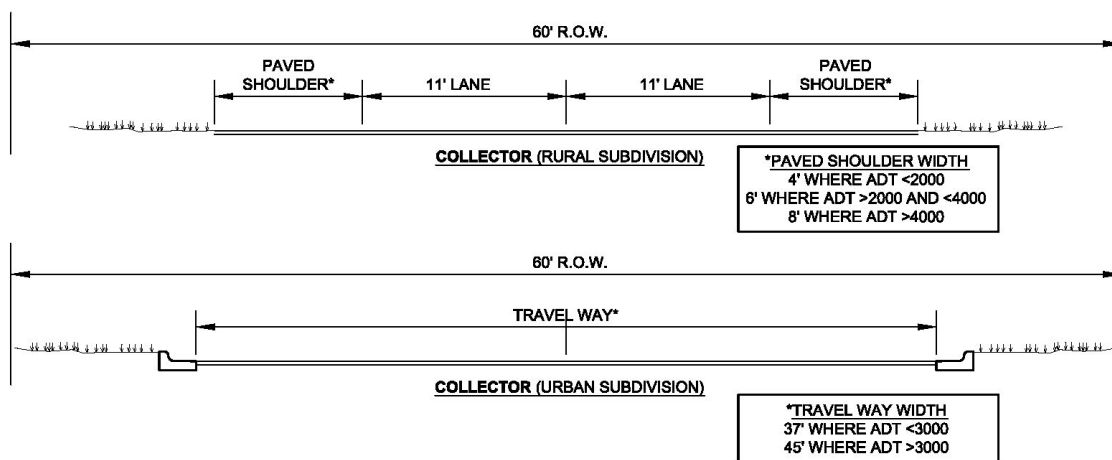
- F2.1 The building setback line on major highways and roads shall be 50 feet from the edge of the right-of-way. Unless the road is identified as an arterial in the Williamson County Long Transportation Plan the building setback line shall be 80 feet from the centerline of the existing road. However, in no event shall the building setback line be less than 25 feet from the edge of the right-of-way.
- F2.2 For right-of-way dedications beyond 120 feet in overall width, on major highways and roads, the building setback line of 50 feet may be reduced by the width of the additional right-of-way being dedicated beyond 120 feet in overall width. However, in no event shall the building setback line be less than 25 feet from the edge of the right-of-way.
- F2.3 The building setback line on all public roads other than major highways and roads shall be 25 feet from the edge of the right-of-way.
- F2.4 The following roads are designated as major highways and roads. The Commissioners Court may specify additional roadways upon recommendation by the County Engineer:
  - All state and federal system roadways
  - All roadways identified on the CAMPO plan
  - All arterials and controlled access facilities identified on the Long-Range Transportation Plan
- F2.5 A map designating in a general manner these setback lines is on file with the County Clerk.
- F2.6 If the building set back lines as stated above conflict with the setback requirements adopted by a municipality, the municipal requirements shall prevail if they are in the ETJ of the municipality.



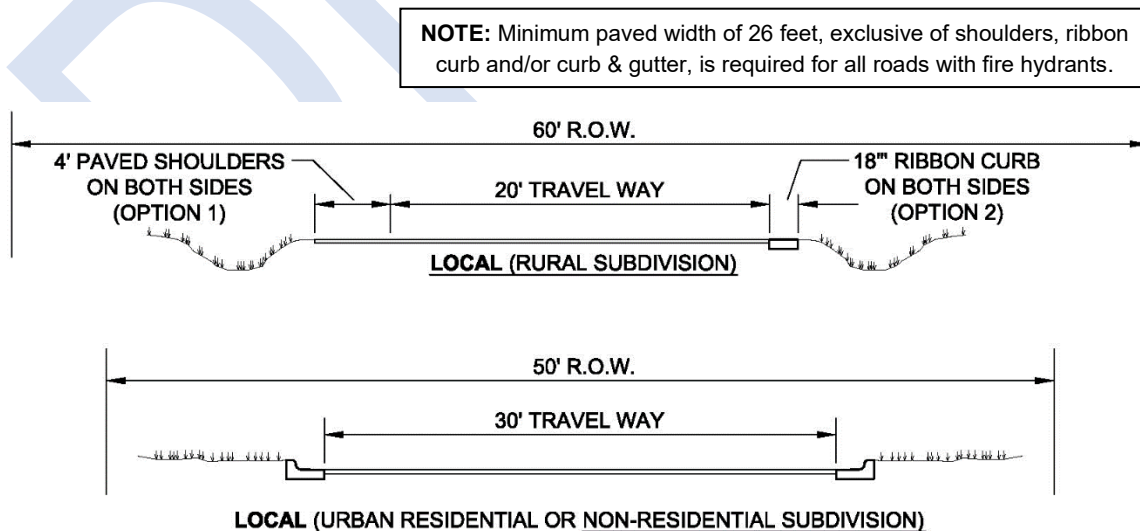
# Appendix G – Roadway Cross-Sections



**Figure G-1: Arterial Road Cross Sections**



**Figure G-2: Collector Road Cross Sections**



**Figure G-3: Local Road Cross Sections**

# Appendix H – Curb Details

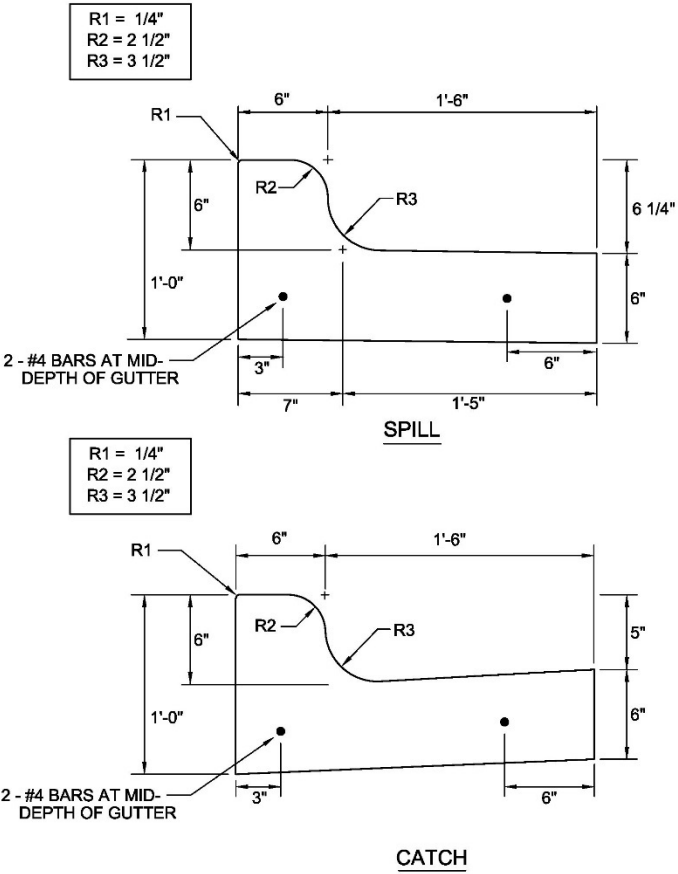


Figure H-1: 24-inch Curb & Gutter Detail

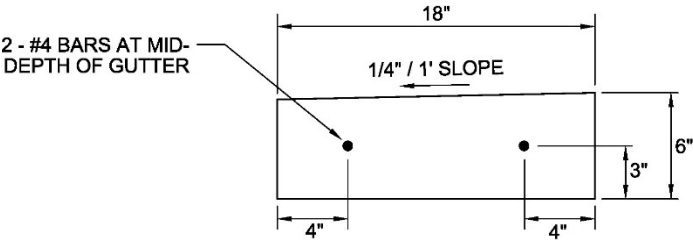


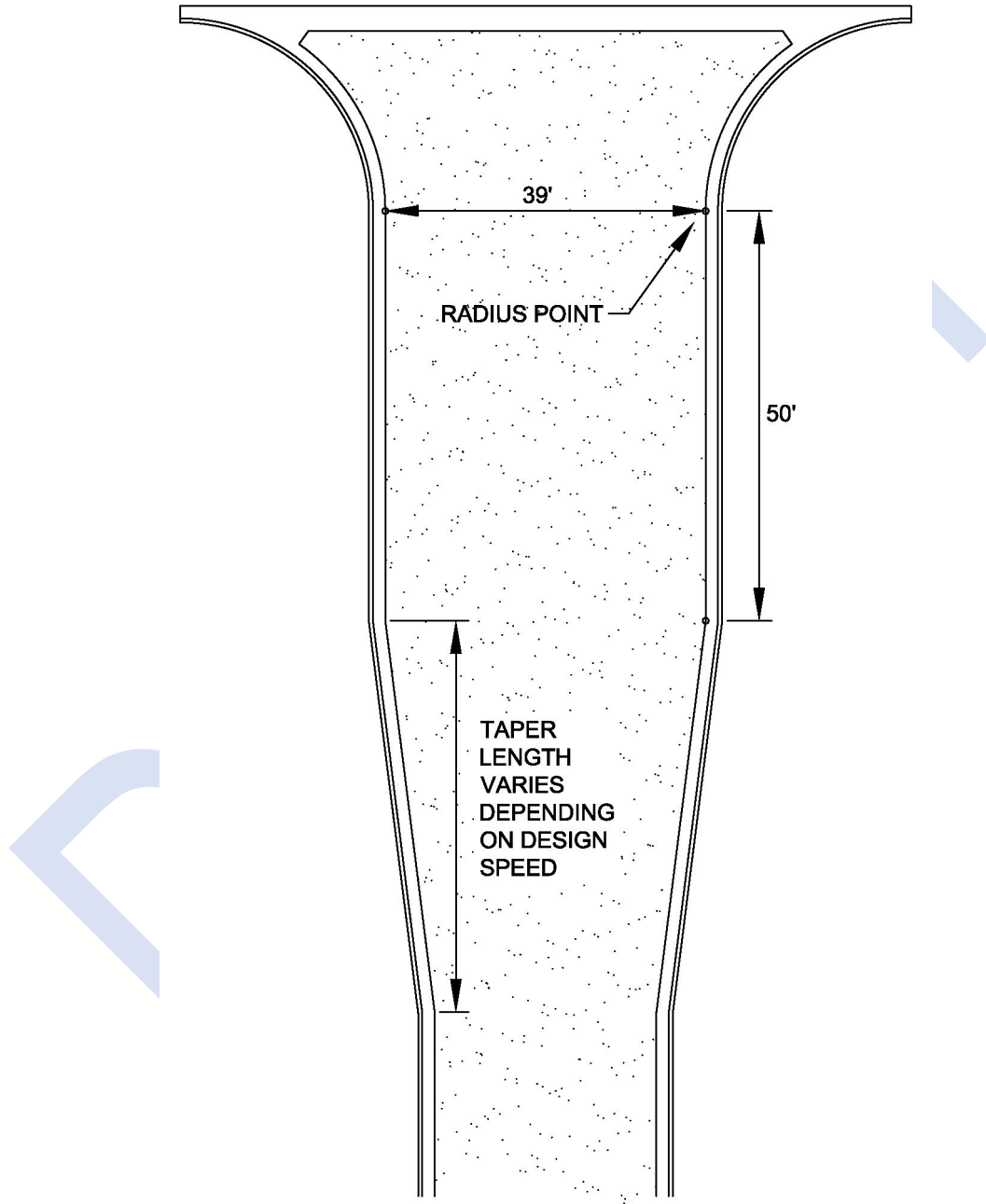
Figure H-2: 18" Ribbon Curb Detail

## Appendix I – Concrete Pavement Details

- 9.9 Until specific design parameters, details and specifications have been formally adopted by Williamson County, all concrete pavement design, details and specifications shall be provided by a Registered Professional Engineer.

DRAFT

## Appendix J –Intersection Approach Detail



# Appendix K – County Clerk’s Recording Checklist

## Williamson County Clerk’s Recording Checklist

The County Clerk’s Recording office is located in the Justice Center, 405 Martin Luther King Street, Basement Level, in Georgetown. Inquiries can be made by calling 512-943-1519.

**Plats that meet the following requirements will be recorded in the order and time received.** Due to the complexities of the recordation process, plats cannot be processed on a walk through basis. Submitters will receive notification via email or phone when the plat has been recorded.

**K.1 Previous approval of the subdivision plat.** All plats **must have been approved by a municipal planning / development department or the County Commissioners Court prior to recording** by the County Clerk’s Recording Office.

- If the subdivision is located **within the city limits** of a municipality the plat must have been approved and signed by the appropriate municipality official(s).
- If the subdivision is located **within the extra-territorial jurisdiction (ETJ)** of a municipality, the plat must have been approved and signed by the municipality officials. However, some locations within an ETJ require the joint approval by the municipality and the County Commissioners’ Court. In those instances, the plat must have been signed by the appropriate municipality officials and County official(s) before the plat can be recorded. See Appendix E- Plat Review and Approval Authority in ETJ’s. The County Clerk will seek the County Judge’s signature after Commissioners Court has approved the plat.
- If the subdivision is **not located within the city limits or the ETJ** the plat **must have been approved by the County Commissioners Court and must have been signed by the appropriate official(s) before recording**. The County Clerk will seek the County Judge’s signature after Commissioners Court has approved the plat. *Contact the County Engineer’s office at (512) 943-3330 for information.*

**K.2 Submission of the subdivision plat, supporting documentation and fees**

**Original copy of the subdivision plat.** Images can be printed on 18” X 24” paper or Mylar. Plats **must contain original “wet” signatures and notary seals**. Electronic or digital signatures are not permitted. Names must be clearly and legibly typed or printed under all signatures. All portions of the plat must be clear, legible and suitable for reproduction. The County Clerk’s Certification block must contain all wording as defined in Appendix C6 and include significant room for time, date and instrument entries. The wording must be at least 8 point type. A space measuring at least 1 ½ “X 1 ½ “is required near the County Certification block for the County seal.

**Digital submission of plats** is currently being deliberated. Check with the County Clerk’s office at (512) 943-1519 for status updates.

**Affidavit(s) for Recordation.** An original, signed and notarized Affidavit is required from each property owner on the plat (See Appendix L).

**Williamson County Tax Certificate(s).** Texas State law requires submittal of an original tax certificate for each tract or parcel included in the subdivision plat, showing that the taxes are currently in good standing (Property Code, Section 12.002 (e)). Tax certificates are required even for non-taxable entities such as churches and government agencies. Tax certificates can be purchased at the Williamson County Tax Assessor Collector's office, 904 South Main Street in Georgetown.

**County Plat Recording Fees.** Recording fees total \$91.00 for the first sheet and \$75.00 for each additional sheet. Extra copies submitted with the plat will not be annotated; however, the Recording Office will provide a copy of the recorded plat for a fee of \$5.00 per page. Checks should be made out to "Williamson County Clerk". Cash is also accepted.

	1 sheet	2 sheets	3 sheets	4 sheets	5 sheets	6 sheets	7 sheets
Original plat	\$91.00	\$166.00	\$241.00	\$316.00	\$391.00	\$466.00	\$541.00

**K.3 Plat Cover Sheet.** The submitter will complete the name of the subdivision and contact information, leaving all other portions blank (*See Appendix M*).

**K.4 Items Returned to the Plat Submitter.** The plat submitter will receive the recorded copy of the plat, the Plat Map Recording Sheet, a receipt for recording fees, and, if requested, a copy of the Plat Cover Sheet. Tax Certificates and Affidavits will be kept by the County.

**K.5 Font Size.** All text on subdivision plats shall have a **font size of 8 points or greater**.

**K.6 Legibility.** All portions of the plat must be clear, legible and suitable for reproduction.

**K.7 County Clerk Certification.** A space measuring 1 ½ " x 1 ½ " is required near the County Signature Block for the County Seal. The County Clerk's signature block **must contain all wording** as defined in Appendix C6, have substantial room to enter the time and date entries and be at least 8 point type.

## Appendix L – Williamson County Affidavit for Recordation

DRAFT

**WILLIAMSON COUNTY  
AFFIDAVIT FOR RECORDATION**

THE STATE OF TEXAS       §  
  §  
COUNTY OF WILLIAMSON   §

BEFORE ME, the undersigned authority, on this day personally appeared the undersigned affiant, who, first duly sworn upon his/her oath, did state:

“My name is \_\_\_\_\_. I am over the age of eighteen years.  
\_\_\_\_\_ (the “Owner”, whether one or more) is/are the sole owner(s)  
of the property described in the plat of the subdivision to be known as \_\_\_\_\_  
\_\_\_\_\_ (the “Subdivision”). I am the Owner. The original tax certificate(s) attached  
to the plat of the Subdivision describe all of the property contained within the Subdivision  
and all taxing entities with jurisdiction over the Subdivision.”

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

THE STATE OF TEXAS       §  
  §  
COUNTY OF WILLIAMSON   §

Before me, the undersigned, a notary public in and for said county and state, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument.

Given under my hand and seal of office on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of Texas

My commission expires: \_\_\_\_\_

SEAL



## Appendix M – Plat Cover Sheet

DRAFT

Nancy E. Rister  
Williamson County Clerk  
Nrister@wilco.org



405 Martin Luther King Jr St  
Georgetown, TX 78627  
Basement Level  
(512) 943-1515

---

PLAT COVER SHEET

SUBDIVISION NAME: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_ TIME RECEIVED: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CITY OF: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

☐ AFFIDAVIT FOR RECORDATION ☐ TAX CERTIFICATES ☐ RECORDING FEE

DATE APPROVED IN COMMISSIONERS' COURT: \_\_\_\_\_

Rejected? ☐ Yes ☐ No (Circle One)

Reason: \_\_\_\_\_

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

Rejected Plat picked up by: \_\_\_\_\_ Date: \_\_\_\_\_

or

Recorded Plat picked up by: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix N – Fee Summary



<b>Preliminary Plat Review</b>		<b>\$550 + \$40/lot</b>
<b>Final Plat Review</b>		<b>\$550 + \$1/ft of road + \$25/lot</b>
<b>Construction Plan Review</b>		<b>\$35/lot + \$1/ft of road</b>
<b>Minor Plat Review</b>		<b>\$550</b>
<b>Other Fees:</b>		
	<b>Public Notice</b>	<b>\$100 + actual cost</b>
	<b>Replat / Amendment of Final Plat</b>	<b>\$550</b>
	<b>Variances</b>	<b>\$250/type</b>
	<b>Extension of Preliminary Plat*</b>	<b>No fee*</b>
	<b>Vacation of R.O.W or Easement</b>	<b>\$100</b>
	<b>Construction Inspection</b>	<b>2.5% of construction cost**</b>
	<b>Hard copy of Regulations</b>	<b>\$10</b>

***\*No fee for a preliminary plat extension with no modifications. If there are modifications, the fee will be \$30/lot for only those lots being modified.***

***\*\*Based on the cost of soil erosion and sedimentation controls, and roadway and drainage construction.***

# Appendix O – Affidavit for Exemption



Appendix A3 of the Williamson County Subdivision Regulations outlines several policy guidelines adopted by the Commissioners Court stating when the division of an existing tract shall be considered exempt from the requirements for filing of a plat. To claim any exemption listed in this subsection, the person or entity who claims to be entitled to any exclusion to platting set out in these Guidelines shall provide this Affidavit, along with a copy of the deeds or other instruments creating the daughter tracts referenced by this Affidavit.

I, \_\_\_\_\_ (Owner/Agent), am the Owner/Owner's Agent of a \_\_\_\_\_ -  
acre tract of land located at \_\_\_\_\_ (Address), in Williamson County, Texas, parcel  
ID number R \_\_\_\_\_. I request exemption from the requirements of filing a plat based on the following:

- ☐ A tract whose boundary has not changed since February 21, 1985. (Subparagraph A3.1.1)
- ☐ Daughter tracts created solely for purposes of platting them as individual subdivisions in their own right. (Subparagraph A3.1.2)
- ☐ An adjustment or change of the property lines which separate two adjacent landowners. (Subparagraphs A3.1.3 and A3.1.4)
- ☐ A smaller tract surveyed out of the parent tract solely for the purposes of obtaining financing for purchase or improvement of that part of the property. (Subparagraph A3.1.5)
- ☐ A smaller tract created by the legitimate foreclosure of a valid lien on a part of the parent tract. (Subparagraph A3.1.6)
- ☐ The property divided by the final decree of a court of record with appropriate jurisdiction. (Subparagraph A3.1.7)

The exemption(s) requested shall comply with all other conditions and provisions outlined in Appendix A3 of the Regulations.

Attached with this affidavit are copies of the deeds or other instruments creating the daughter tracts referenced by this Affidavit.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved (Williamson County)

\_\_\_\_\_  
Date

# Appendix P – Plats Completeness Checklist

## P1 – Preliminary Plat

### COMPLETENESS CHECKLIST PRELIMINARY PLAT



The following items must be provided to the County Engineer's Office with each Preliminary Plat application in order to be accepted as a complete application for review.

- ☐ Completed and signed application form (including Owner's Agent form if not submitted by the Owner)
- ☐ Application review fee (\$550 + \_\_\_\_\_ lots x \$40 per lot = \$\_\_\_\_\_)
- ☐ Preliminary Plat document including the following:
  - ☐ A digital file of the **Final Preliminary** Plat in Adobe .pdf format.
  - ☐ The Preliminary Plat shall be shown on a single sheet (additional detail sheets okay to show all required information).
  - ☐ Existing topographic contours at a minimum of 2 foot intervals.
  - ☐ Survey ties across all existing right-of-way located adjacent to the boundary of the subdivision and dimensions from the centerline of all existing pavement to the edge of the right-of-way.
  - ☐ Centerline tangent lengths and curve data for all proposed roads.
  - ☐ A table on the Preliminary Plat that includes all proposed roadways and their respective name, functional classification, design speed, length, right-of-way width, pavement width, rural/urban and whether public/private.
  - ☐ Locations and approximate sizing of proposed stormwater detention basins shall be shown on the Preliminary Plat. If exempt from providing stormwater detention, state such on the Preliminary Plat.
- ☐ The proposed subdivision complies with the Williamson County Long Range Transportation Plan (Appendix B2.1 of the Subdivision Regulations).
- ☐ A copy of the current deed(s) showing ownership of the property being subdivided.
- ☐ A complete preliminary drainage report or a letter requesting an exemption from detention requirements (see Appendix Q1 for minimum requirements), must be submitted simultaneously, provide documentation of submittal or resubmit with the Preliminary Plat.
- ☐ If the source of water intended to supply a subdivision is groundwater, then a report must be prepared by an Engineer or Geoscientist, licensed in the State of Texas, that certifies that there is adequate groundwater available for the subdivision.
- ☐ Documentation showing submittal of the Preliminary Plat to the Williamson County 911 Addressing Coordinator (can be emailed to [gis@wilco.org](mailto:gis@wilco.org)) and the appropriate emergency service district (ESD).
- ☐ A variance request (if applicable).
- ☐ A paperless electronic submittal of all required information above on a labeled CD-ROM or flash drive.

This checklist is not a complete list of all state and local subdivision regulations. The purpose of this checklist is to assist the applicant in preparing a complete application so that it may be accepted by the County and the review process can begin.

## P2 – Final Plat

### COMPLETENESS CHECKLIST FINAL PLAT



The following items must be provided to the County Engineer's Office with each Final Plat application in order to be accepted as a complete application for review.

- ☐ Completed and signed application form (including Owner's Agent form if not submitted by the Owner)
- ☐ Application review fee (\$550 + \_\_\_\_\_ feet road x \$1.00 per foot + \_\_\_\_\_ lots x \$25 per lot = \$\_\_\_\_\_)
- ☐ Final Plat document including the following:
  - ☐ A digital file of the Final Plat in Adobe .pdf format.
  - ☐ A table on the Final Plat that includes all proposed roadways and their respective name, length, design speed, right-of-way width and whether public/private.
  - ☐ A table on the Final Plat that includes driveway culvert sizing for all lots designed by a registered professional engineer (if applicable).
  - ☐ Delineation of the 100-year floodplain on the Final Plat based on an engineering study or FEMA flood study and minimum finished floor elevations for each lot adjacent to the floodplain (if applicable).
  - ☐ The Final Plat shall include approval signatures blocks and metes and bounds description of the property to be subdivided certified by a Registered Professional Land Surveyor.
- ☐ The proposed subdivision complies with the Williamson County Long Range Transportation Plan (Appendix B2.1 of the Subdivision Regulations).
- ☐ A copy of the current deed(s) showing ownership of the property being subdivided.
- ☐ A letter of serviceability from an entity or entities providing water service unless individual private wells.
- ☐ An approved refined drainage report or a letter requesting an exemption from detention requirements (see Appendix Q2 for minimum requirements), must be submitted simultaneously, provide documentation of submittal or resubmit with the Final Plat.
- ☐ Sufficient Bond has been provided and construction plans approved, **OR**
- ☐ Infrastructure constructed, inspected and accepted for County Maintenance
- ☐ If the subdivision will contain on-site private well and/or an on-site sewage facility (OSSF), provide documentation of a submittal, or provide the MyGovernmentOnline application number of an OSSF subdivision review to the Williamson County OSSF Program.
- ☐ Documentation showing submittal of the final plat to the appropriate emergency services district (ESD) or County Fire Marshal.
- ☐ A variance request (if applicable).
- ☐ A paperless electronic submittal of all required information above on a labeled CD-ROM or flash drive.

This checklist is not a complete list of all state and local subdivision regulations. The purpose of this checklist is to assist the applicant in preparing a complete application so that it may be accepted by the County and the review process can begin.

## P3 – Replat

### COMPLETENESS CHECKLIST REPLAT/AMENDED PLAT



The following items must be provided to the County Engineer's Office with each Replat/Amended Plat application in order to be accepted as a complete application for review.

- ☐ Completed and signed application form (including Owner's Agent form if not submitted by the Owner)
- ☐ Application review fee (\$550)
- ☐ Replat/Amended Plat document including the following:
  - ☐ A digital file of the Replat/Amended Plat in Adobe .pdf format.
  - ☐ A table on the Replat/Amended Plat that includes all proposed roadways and their respective name, length, design speed, right-of-way width and whether public/private.
  - ☐ A table on the Replat/Amended Plat that includes driveway culvert sizing for all lots designed by a registered professional engineer (if applicable).
  - ☐ Delineation of the 100-year floodplain on the Replat/Amended Plat based on an engineering study or FEMA flood study and minimum finished floor elevations for each lot adjacent to the floodplain (if applicable).
  - ☐ The Replat/Amended Plat shall include approval signatures blocks and metes and bounds description of the property to be subdivided certified by a Registered Professional Land Surveyor.
- ☐ The proposed subdivision complies with the Williamson County Long Range Transportation Plan (Appendix B2.1 of the Subdivision Regulations).
- ☐ A copy of the current deed(s) showing ownership of the property being subdivided.
- ☐ A copy of the existing plat(s).
- ☐ A letter of serviceability from an entity or entities providing water service unless individual private wells.
- ☐ An approved refined drainage report or a letter requesting an exemption from detention requirements (see Appendix Q2 for minimum requirements), must be submitted simultaneously, provide documentation of submittal or resubmit with the Replat/Amended Plat.
- ☐ Sufficient Bond has been provided and construction plans approved, **OR**
- ☐ Infrastructure constructed, inspected and accepted for County Maintenance
- ☐ If the subdivision will contain on-site private well and/or an on-site sewage facility (OSSF), provide documentation of a submittal or provide the MyGovernmentOnline application number of an OSSF subdivision review to the Williamson County OSSF Program.
- ☐ Documentation showing submittal of the replat/amended plat to the appropriate emergency services district (ESD) or County Fire Marshal.
- ☐ A variance request (if applicable).
- ☐ A paperless electronic submittal of all required information above on a labeled CD-ROM or flash drive.

This checklist is not a complete list of all state and local subdivision regulations. The purpose of this checklist is to assist the applicant in preparing a complete application so that it may be accepted by the County and the review process can begin.

## P4 – Minor Plat

### COMPLETENESS CHECKLIST MINOR PLAT



The following items must be provided to the County Engineer's Office with each Minor Plat application in order to be accepted as a complete application for review.

- ☐ Completed and signed application form (including Owner's Agent form if not submitted by the Owner)
- ☐ Application review fee (\$550)
- ☐ Minor Plat document including the following:
  - ☐ A digital file of the Minor Plat in Adobe .pdf format.
  - ☐ Survey ties across all existing right-of-way located adjacent to the boundary of the subdivision and dimensions from the centerline of all existing pavement to the edge of the right-of-way.
  - ☐ The Minor Plat shall include approval signatures blocks and metes and bounds description of the property to be subdivided certified by a Registered Professional Land Surveyor.
- ☐ The proposed subdivision complies with the Williamson County Long Range Transportation Plan (Appendix B2.1 of the Subdivision Regulations).
- ☐ A copy of the current deed(s) showing ownership of the property being subdivided.
- ☐ A letter of serviceability from an entity or entities providing water service unless individual private wells.
- ☐ Copies of existing plats, existing easements, development agreements, district creation documents (road, MUD, PID, etc.) and any other recorded documents that affect the property (if applicable).
- ☐ Letter requesting an exemption from detention requirements outlined in appendix B11. (see Appendix Q2 for minimum requirements) must be submitted simultaneously, provide documentation of submittal or resubmit with the Minor plat.
- ☐ Documentation showing that plat is exempt from a floodplain study (can be received by emailing [floodplain@wilco.org](mailto:floodplain@wilco.org))
- ☐ If the subdivision will contain on-site private well and/or an on-site sewage facility (OSSF), provide documentation of a submittal or provide the MyGovernmentOnline application number of an OSSF subdivision review to the Williamson County OSSF Program.
- ☐ Documentation showing submittal of the Minor Plat to the Williamson County 911 Addressing Coordinator (can be emailed to [gis@wilco.org](mailto:gis@wilco.org)) and the appropriate emergency service district (ESD).
- ☐ A variance request (if applicable).
- ☐ A paperless electronic submittal of all required information above on a labeled CD-ROM or flash drive.

This checklist is not a complete list of all state and local subdivision regulations. The purpose of this checklist is to assist the applicant in preparing a complete application so that it may be accepted by the County and the review process can begin.



# Appendix Q – Drainage Completeness Checklist

## Q1 – Preliminary Plat Drainage Report

### COMPLETENESS CHECKLIST PRELIMINARY PLAT DRAINAGE REPORT



This application is intended to provide the minimum information and data needed for the County to assess the Preliminary Plat Drainage Report. The following documentation is the minimum required for acceptance of the Preliminary Plat Drainage Report:

- ☐ Detention Required?
  - ☐ Yes:
    - ☐ Preliminary plat drainage report that is signed and sealed by a professional engineer
    - ☐ Preliminary existing and proposed drainage area maps per WCSR B11.13.5:
      - ☐ Drainage area boundaries and sizes
      - ☐ Labeled contours
      - ☐ North arrow
      - ☐ Time of concentration paths and values
      - ☐ Peak flows at points of interest
      - ☐ Locations of bridges and major culverts
      - ☐ Creeks, watercourses, channels and drainage easements
    - ☐ Preliminary detention pond locations and approximate volumes
  - ☐ No:
    - ☐ Detention exemption request letter requesting detention exemption per WCSR B11.1.1, B11.1.2, or B11.1.3.
- ☐ Floodplain Study Required?
  - ☐ Yes:
    - ☐ Preliminary plat drainage report that is signed and sealed by a professional engineer
    - ☐ Preliminary floodplain exhibit with 100-yr floodplain boundaries and lot lines
  - ☐ No:
    - ☐ Per WCSR 4.23, verify no areas within the plat include a FEMA -mapped floodplain with a Zone A classification, or no watercourse whose upstream drainage basin is larger than 64 acres.
    - ☐ Per WCSR 4.23, there is a FEMA Zone AE within or adjacent to the plat, and the 500 yr. flood elevation will be utilized as an alternative to the 100 yr. NOAA Atlas 14 floodplain.

This is not intended to be a complete listing of requirements, but minimum documentation for acceptance of the Preliminary Drainage Report for review per HB3167.

## Q2 – Refined Drainage Report

### COMPLETENESS CHECKLIST REFINED DRAINAGE REPORT



This application is intended to provide the minimum information and data needed for the County to assess the Refined Drainage Report. If not within construction plan drawings, the following documentation is the minimum required for acceptance of the Refined Drainage Report:

- ☐ Detention Required?
  - ☐ Yes:
    - ☐ Refined drainage report that is signed and sealed by a professional engineer
    - ☐ Refined existing and proposed drainage area maps per WCSR B11.14.4:
      - ☐ Drainage area boundaries and sizes
      - ☐ Labeled contours
      - ☐ North arrow
      - ☐ Time of concentration paths and values
      - ☐ Runoff coefficients or curve numbers
      - ☐ Peak flows at points of interest
      - ☐ Locations of bridges and cross culverts
      - ☐ Creeks, watercourses, channels and drainage easements
    - ☐ HEC-HMS digital model and model version
    - ☐ Construction Plans for detention pond(s)
  - ☐ No:
    - ☐ Detention exemption request letter requesting detention exemption per WCSR B11.1.1, B11.1.2, or B11.1.3 on file.
- ☐ Floodplain Study Required?
  - ☐ Yes:
    - ☐ Refined drainage report that is signed and sealed by a professional engineer
    - ☐ Refined floodplain study exhibit with the following:
      - ☐ 100-yr floodplain boundary and lot lines
      - ☐ Labeled contours
      - ☐ North arrow
      - ☐ Location of cross sections used in HEC-RAS
      - ☐ 100-year water surface elevations at cross sections
    - ☐ HEC-RAS model, version, and plan runs associated to the final design of the project
  - ☐ No:
    - ☐ Per WCSR 4.23, verify no areas within the plat include a FEMA -mapped floodplain with a Zone A classification, or no watercourse whose upstream drainage basin is larger than 64 acres.
    - ☐ Per WCSR 4.23, there is a FEMA Zone AE within or adjacent to the plat, and the 500 yr. flood elevation will be utilized as an alternative to the 100 yr. NOAA Atlas 14 floodplain.

This is not intended to be a complete listing of requirements, but minimum documentation for acceptance of the Refined Drainage Report for review per HB3167.

# Appendix R – Geotechnical Completeness Checklist

## COMPLETENESS CHECKLIST GEOTECHNICAL REPORT



The following items must be provided to the County Engineer's Office with each Geotechnical Report in order to be accepted as a complete Geotechnical Report for review.

- ☐ The report shall be signed and sealed by a Registered Professional Engineer
- ☐ The report shall include a pavement design based on a 20-year design life
- ☐ Soils test borings shall be spaced at a maximum of every 500 linear feet along the proposed roadways
- ☐ Site plan showing the test boring locations
- ☐ Results of sampled and tested subgrade for plasticity index.

This is not intended to be a complete listing of the geotechnical report requirements, but minimum documentation for acceptance of the plans for review per HB3167.

# Appendix S – Construction Plans Checklist

## COMPLETENESS CHECKLIST FOR CONSTRUCTION PLANS



This application is intended to provide the minimum information and data needed for the County to assess subdivision construction plan submission.

The following documentation is the minimum required for acceptance of the plans for review.

- ☐ Completed and signed application form (including Owner's Agent form if not submitted by the Owner)
- ☐ Application review fee ( \_\_\_\_ lots x \$35 per lot + \_\_\_\_ feet road x \$1.00 per foot = \$ \_\_\_\_ )
- ☐ An approved preliminary plat.
- ☐ An approved geotechnical report specific to the plan submission.
- ☐ A refined drainage report or a letter requesting an exemption from detention requirements (see Appendix Q2 for minimum requirements), must be submitted simultaneously, provide documentation of submittal or resubmit with the construction plans.
- ☐ A digital file of the construction plans in Adobe .pdf format and 1 full-size hard copy of the construction plans (initial submittal only).
- ☐ Documentation showing submittal of the construction plans to the appropriate emergency service district (ESD) or County Fire Marshal.
- ☐ Cover Sheet with signature blocks for the design professional, Williamson County Engineer, City if within the ETJ, as well as any applicable MUD/SUD.
- ☐ Applicable design criteria used for the plan submission (Acceptable design criteria are ITE "Urban Street Geometric Design, the current AASHTO "A Policy on Geometric Design of Highways and Streets", the current City of Austin's Transportation Criteria Manual, or UDC if within a City's ETJ
- ☐ Williamson County construction notes Sections B4 through B9 of the Subdivision Regulations.
- ☐ Roadway name, length, classification and design speed for all roadways in the plan submission;
- ☐ Storm water management controls for any development that increases runoff from the existing state (unless exempt).

This is not intended to be a complete listing of subdivision construction plan details, standards or design requirements, but minimum documentation for acceptance of the plans for review per HB3167.

# Exhibit 1 – Detention Exempt Stream Reaches Map

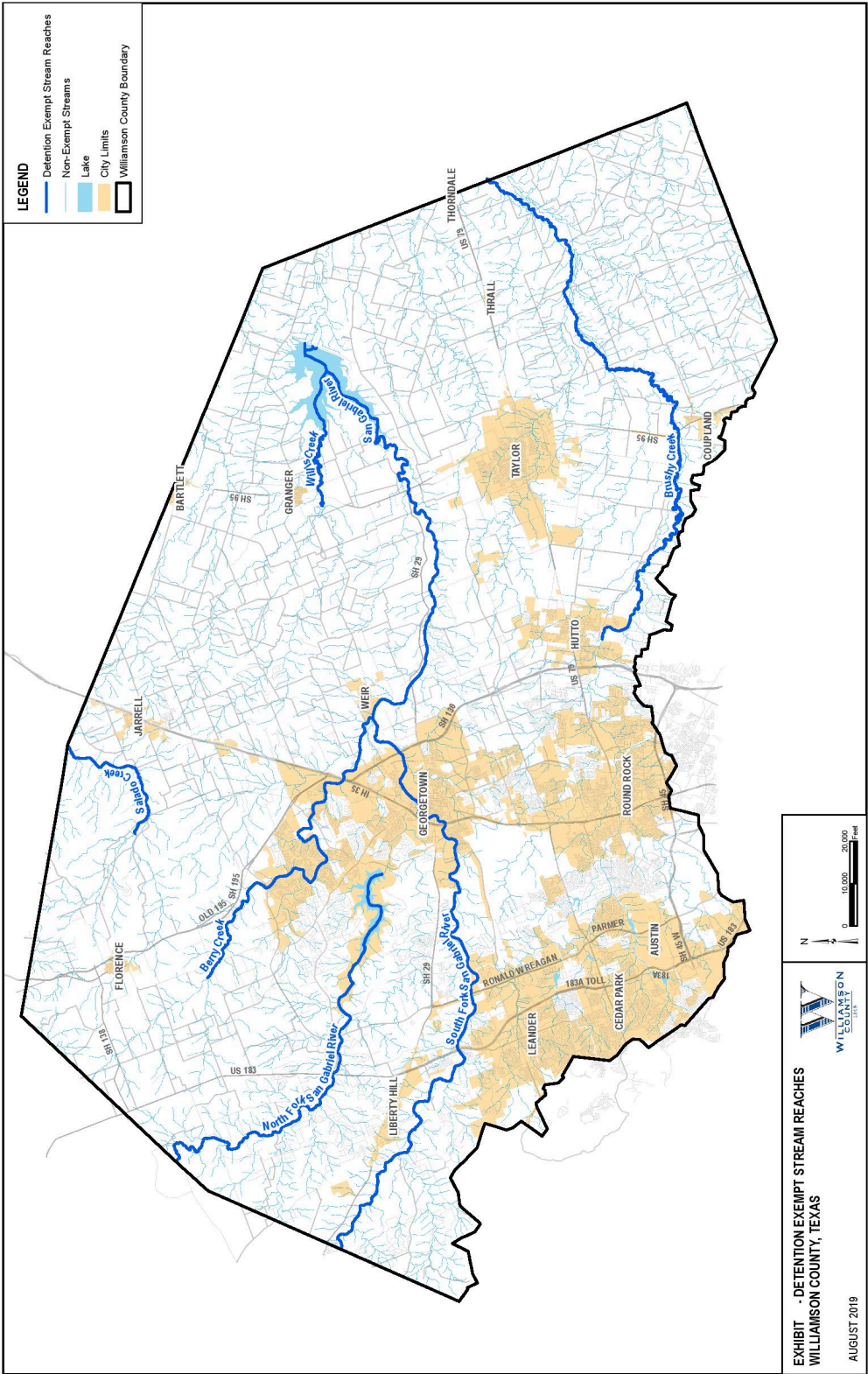
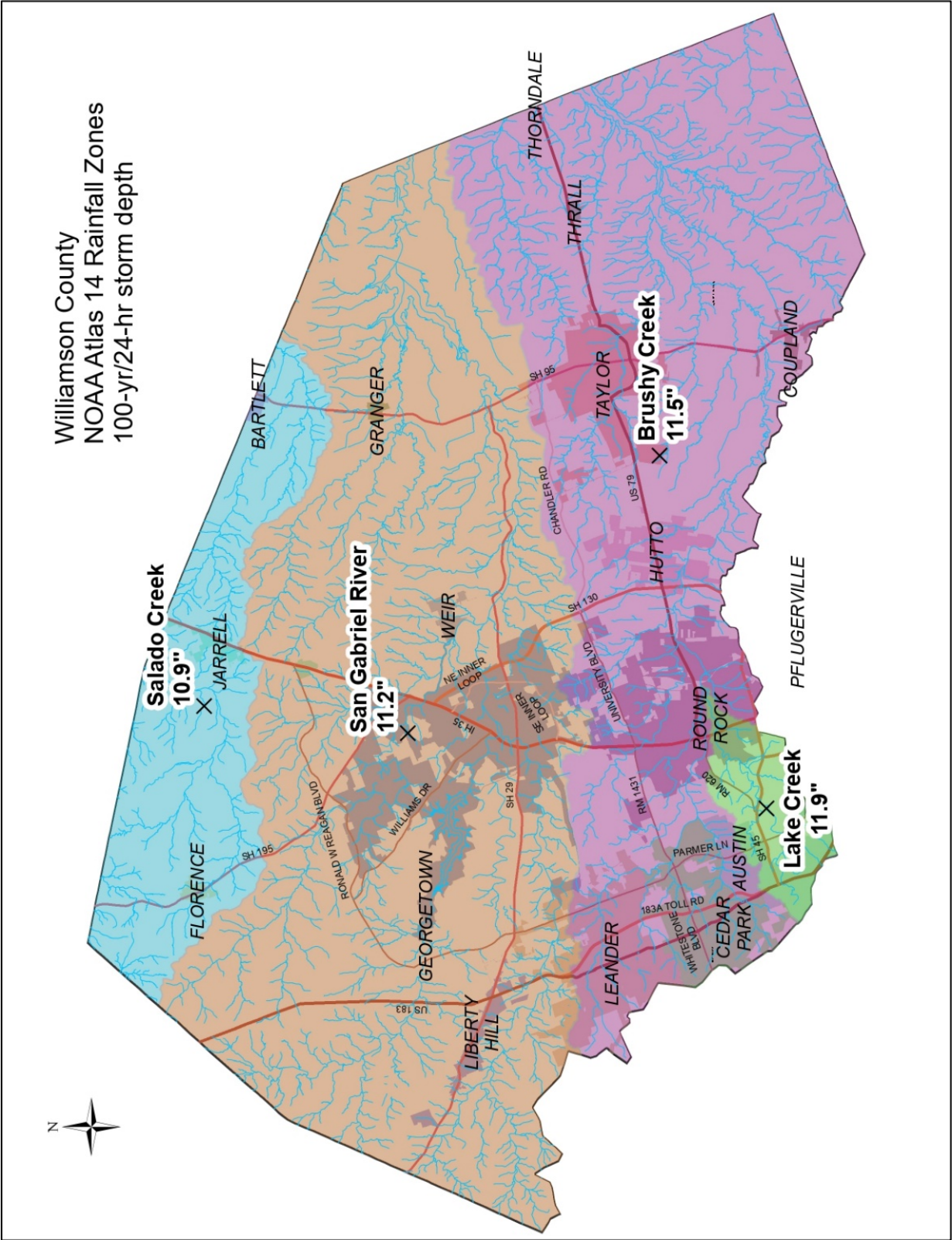




Exhibit 2 – Rainfall Data



## Depth-Duration Frequency Values (HEC-HMS Frequency Storm)

Williamson County has adopted the use of a 24-hour HEC-HMS frequency storm distribution for use with time-varying rainfall simulations. The depth-duration-frequency (DDF) values to be used for the four (4) Zones are shown in Exhibit 2 Tables 1-4 below. These depths should be entered directly into HEC-HMS software as input to the frequency storm meteorologic models. HEC-HMS will generate the appropriate rainfall distribution for each recurrence interval. The Atlas 14 depths provided are based on a partial-duration analysis; no partial-to-annual output conversion is required.

For use of the frequency storm in HEC-HMS for the evaluation of the 24-hour event, the meteorological model parameters should be set as follows:

Input Type: Partial Duration (NOAA Atlas 14 precipitation frequency estimates are based on analysis of partial duration series).

Output Type: Annual Duration.

Intensity Duration: 5 minutes.

Storm Duration: 1 Day.

Intensity Position: 50 percent.

Storm Area (mi<sup>2</sup>): Blank or zero areas less than 10 square miles. Use areal reduction for larger areas.

Curve: Uniform for all subbasins.

The computational time interval for computer simulations should be selected based on criteria for the minimum lag time in a given model. The computational time interval used in a HEC-HMS model should be no more than 6 minutes. A 1-minute time interval is recommended in order to accurately determine the peak flow.

**EXHIBIT 2 - TABLE 1, DEPTH-DURATION-FREQUENCY VALUES  
SALADO CREEK ZONE**

<b>DURATION</b>	<b>2-YR</b>	<b>5-YR</b>	<b>10-YR</b>	<b>25-YR</b>	<b>50-YR</b>	<b>100-YR</b>	<b>500-YR</b>	<b>1000-YR</b>
<b>5 MIN</b>	0.508	0.643	0.758	0.919	1.05	1.18	1.51	1.67
<b>15 MIN</b>	1.02	1.29	1.51	1.83	2.08	2.33	2.99	3.3
<b>1 HR</b>	1.86	2.35	2.77	3.36	3.82	4.31	5.67	6.35
<b>2 HR</b>	2.28	2.93	3.51	4.37	5.07	5.86	8.07	9.18
<b>3 HR</b>	2.52	3.27	3.97	5.02	5.91	6.92	9.77	11.2
<b>6 HR</b>	2.95	3.87	4.74	6.08	7.24	8.56	12.3	14.2
<b>12 HR</b>	3.4	4.45	5.46	6.98	8.29	9.8	14.1	16.3
<b>24 HR</b>	3.9	5.09	6.2	7.88	9.3	10.9	15.6	17.9

**EXHIBIT 2 - TABLE 2, DEPTH-DURATION-FREQUENCY VALUES****SAN GABRIEL RIVER ZONE**

<b>DURATION</b>	<b>2-YR</b>	<b>5-YR</b>	<b>10-YR</b>	<b>25-YR</b>	<b>50-YR</b>	<b>100-YR</b>	<b>500-YR</b>	<b>1000-YR</b>
<b>5 MIN</b>	0.51	0.643	0.757	0.921	1.05	1.19	1.53	1.69
<b>15 MIN</b>	1.02	1.29	1.51	1.84	2.1	2.37	3.03	3.33
<b>1 HR</b>	1.88	2.37	2.79	3.4	3.88	4.39	5.79	6.47
<b>2 HR</b>	2.3	2.95	3.55	4.43	5.16	5.98	8.28	9.43
<b>3 HR</b>	2.55	3.3	4.02	5.09	6.01	7.06	10.1	11.6
<b>6 HR</b>	2.98	3.91	4.81	6.18	7.38	8.75	12.7	14.7
<b>12 HR</b>	3.44	4.51	5.54	7.12	8.48	10.1	14.6	16.9
<b>24 HR</b>	3.94	5.15	6.3	8.04	9.53	11.2	16.1	18.6

**EXHIBIT 2 – TABLE 3, DEPTH-DURATION-FREQUENCY VALUES****BRUSHY CREEK ZONE**

<b>DURATION</b>	<b>2-YR</b>	<b>5-YR</b>	<b>10-YR</b>	<b>25-YR</b>	<b>50-YR</b>	<b>100-YR</b>	<b>500-YR</b>	<b>1000-YR</b>
<b>5 MIN</b>	0.52	0.649	0.761	0.92	1.05	1.18	1.5	1.65
<b>15 MIN</b>	1.04	1.3	1.52	1.83	2.09	2.35	2.97	3.25
<b>1 HR</b>	1.91	2.39	2.8	3.39	3.85	4.35	5.65	6.27
<b>2 HR</b>	2.35	2.99	3.57	4.41	5.1	5.87	7.98	9.02
<b>3 HR</b>	2.6	3.36	4.05	5.08	5.94	6.91	9.65	11
<b>6 HR</b>	3.05	3.98	4.86	6.18	7.32	8.61	12.3	14.2
<b>12 HR</b>	3.49	4.57	5.6	7.17	8.52	10.1	14.6	16.9
<b>24 HR</b>	3.96	5.2	6.37	8.16	9.69	11.5	16.6	19.3

**EXHIBIT 2 - TABLE 4, DEPTH-DURATION-FREQUENCY VALUES****LAKE CREEK ZONE**

<b>DURATION</b>	<b>2-YR</b>	<b>5-YR</b>	<b>10-YR</b>	<b>25-YR</b>	<b>50-YR</b>	<b>100-YR</b>	<b>500-YR</b>	<b>1000-YR</b>
<b>5 MIN</b>	0.519	0.653	0.774	0.952	1.1	1.26	1.66	1.84
<b>15 MIN</b>	1.04	1.31	1.55	1.9	2.19	2.5	3.28	3.63
<b>1 HR</b>	1.92	2.42	2.86	3.52	4.07	4.66	6.27	7.05
<b>2 HR</b>	2.35	3.03	3.66	4.61	5.42	6.33	8.89	10.2
<b>3 HR</b>	2.61	3.4	4.16	5.31	6.32	7.48	10.7	12.4
<b>6 HR</b>	3.05	4.03	4.99	6.46	7.76	9.26	13.6	15.8
<b>12 HR</b>	3.51	4.64	5.75	7.44	8.93	10.7	15.7	18.3
<b>24 HR</b>	4.01	5.29	6.51	8.39	10	11.9	17.4	20.3

**Intensity-Duration-Frequency Equation (Rational Method)**

Rainfall intensity, the average rainfall rate in inches per hour, is a key parameter in the Rational Method equation. Rainfall intensity is selected based on design rainfall duration and design frequency (recurrence interval). The design duration is equal to the time of concentration for the drainage area under consideration. The minimum time of concentration shall be 10 minutes. Refer to the spreadsheet "TxDOT



EBDLKUP-2019-vC6.2.10.xlsx” located on the Williamson County website to compute rainfall intensity values.

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# Appendix T

If a City is primary for review of platting and design (per the 1445 agreement) and City does not annex subdivision prior to final plat, then the following are required for the County's asset management records:

- T.1 Pre-development meeting notes
- T.2 Initial application submittal (incl. application form and all related required documentation as required by the County subdivision regulations, as amended)
- T.3 The appropriate application completeness checklist used in determining if the application is complete/incomplete
- T.4 Copy of complete/incomplete letter sent to the applicant including initial review timeframe
- T.5 All formal review comments communicated to the applicant/owner/developer/surveyor/engineer on the initial application review
- T.6 All application re-submittals (incl. applicant/owner/developer/surveyor/engineer response to comments and all documents transmitted with the re-submittal)
- T.7 All formal review comments communicated to the applicant/owner/developer/surveyor/engineer on all re-submittal application reviews
- T.8 All formal communication with the applicant/owner/developer/surveyor/engineer that all comments have been addressed
- T.9 All correspondence related to each application
- T.10 Digital files prior to the approval of a plat (One file shall be in an Adobe .pdf format, and the other files shall be in an AutoCAD.dwg, .dgn, and .shp format. All entities or objects within the .dwg and .dgn files shall be at zero elevation. The coordinate system of the electronic drawing shall be the Texas State Plane Coordinate System, Central Zone, U.S. Survey feet, grid coordinates. Right-of-way centerlines, real property boundary lines, (lots, blocks, external subdivision boundary, rights-of-way, etc.) and text shall each reside on independent or separate layers.)
- T.11 Final digital version (in Adobe .pdf format unless otherwise stated) of each approved application or approved revision to an application clearly noted as "approved" (incl. preliminary plat, minor plat, final plat, replat, amended plat, preliminary drainage report, refined drainage report, geotechnical report or subdivision construction plans)
- T.12 Documentation of a final approval or approved revision of each application by the appropriate approving entity/person (incl. governing body, elected official, department head, director, etc.)
- T.13 A complete timeline for each application from the initial submittal to final approval.
- T.14 For detention design, major channel design and analysis, determination of peak flow rates for floodplain modeling, and hydrologic channel routing, the U.S. Army Corps of Engineers HEC-HMS software, must be utilized. For floodplain studies, major channel design and analysis, and determination of finished floor elevations, the U.S. Army Corps of Engineers HEC-RAS software

must be utilized. A copy of all HEC-HMS and HEC-RAS models received, reviewed and approved must be stored in the application file.

If a City is primary for inspection of construction (per the 1445 agreement) and City does not annex subdivision prior to final plat, then the following are required for the County's asset management records:

- T.15 Written copy of completed Field Punchlist
- T.16 Utility/Storm Sewer info (Proctors, Densities, Camera or Visual Inspection, etc.)
- T.17 Quality Assurance/Quality Control testing Info/Geotech Field Report(s)
- T.18 Subgrade Investigation/Lime information (Proctors, Proof Roll, Densities, PH, Etc.)
- T.19 Flex Base information (Proctors, Depths, Densities)
- T.20 Asphalt information (JMF, Densities, Cores, Level 1B report/Wilco Lab Cores)
- T.21 Signed/Sealed Engineer's concurrence letter
- T.22 Copy of Williamson County License Agreement (if applicable)
- T.23 Copy of 2-year warranty bond/Cash Surety
- T.24 Documentation of release of Performance Bonds or cash fund balances for plat recordation
- T.25 Signed/Sealed As-Built Plans in PDF format (incl. Dry Utility Plans and Final Roadbed Design profile)
- T.26 Written verification that signs and markings installed match as-built plans (in compliance with WilCo Regulations)
- T.27 Written notification to WilCo Road & Bridge sign maintenance of completed project
- T.28 Notification to WilCo Road & Bridge that GIS Street status shall be updated from "under construction" to "warranty period"
- T.29 Documentation that the ROW has been dedicated to the public (shall be dedicated via plat unless other prior agreement with WilCo)
- T.30 Copies of plans and details for Bridge Class Culverts
- T.31 Notification to WilCo Road & Bridge to Update Viewwork's project status to "Hold" when infrastructure is completed
- T.32 Copy of the NOT or NOC (with Phase and Section and New Operator Contact information)
- T.33 Copy of monthly SW3P Reports
- T.34 Completed "Conditional Acceptance Checklist" Form