

**CHECKLIST FOR REVISION OF A SUBDIVISION**  
**BY METES & BOUNDS**

The Precinct Commissioner and the County Attorney determine if a property can be platted by metes and bounds instead of the normal revision process.

Name of Subdivision \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Telephone Nos.: \_\_\_\_\_

\_\_\_\_\_ Place item on agenda for initiating the plat revision process as follows:

“Approval for initiating the revision process on Lots xxx in xxx subdivision in Precinct xxx located xxx.” Date of CC \_\_\_\_\_

Copy of agenda in file \_\_\_\_\_ Minutes \_\_\_\_\_

\_\_\_\_\_ Application Completed Date: \_\_\_\_\_

\_\_\_\_\_ Base fee of \$200 paid Date: \_\_\_\_\_

\_\_\_\_\_ Prepared notice to be published in local newspaper **one time only**. (Suggested wording as follows:)

NOTICE OF PUBLIC HEARING ON A REVISION OF A SUBDIVISION  
LOCATED IN PRECINCT XXX

THE HONORABLE COMMISSIONERS COURT of Parker County, Texas, will conduct a Public Hearing on the First Floor of the Main Courthouse, located at One Courthouse Square, Weatherford, Parker County, Texas, on xxx, the xxx day of xxx, 20xxx at 9:00 a.m. to consider, discuss and/or act on the revision of a subdivision located in Precinct xxx, Parker County, Texas:

NOTICE IS HEREBY GIVEN THAT AN APPLICATION HAS BEEN FILED WITH THE PARKER COUNTY COMMISSIONERS COURT TO APPROVE THE REVISION OF THE FOLLOWING SUBDIVISION: XXX

1. Consider/discuss/and, or act on a revision of Lot(s) xxx, Block xxx to be known as Lot xxx consisting of xxx acres and Lot xxx consisting of xxx acres in a subdivision known as xxx, located on xxx in Precinct xxx.

\_\_\_\_\_ Emailed to newspaper Total cost of ad \$ \_\_\_\_\_

Date run \_\_\_\_\_

\_\_\_\_\_ Cost of ad paid by developer Date: \_\_\_\_\_

\_\_\_\_\_ Receipt received from Developer Date: \_\_\_\_\_

\_\_\_\_\_ Copy of newspaper ad in folder

\_\_\_\_\_ Publishers Affidavit received Date: \_\_\_\_\_

\_\_\_\_\_ Mylar received Date: \_\_\_\_\_

The Mylar must contain the dimensions of the ground layout, a north marker, the name of the subdivision being revised, a vicinity map, and a graphic scale

The Mylar must contain the metes and bounds for all lots involved reflecting the current dimensions and the changed dimensions, a Commissioners Court signature block, a lien holder block (if applicable) with a notary section, a block for any city ETJ (if applicable, Groundwater Certification (if applicable), surveyors stamp, and a floodplain statement.

\_\_\_\_\_ Mylar checked by Commissioner

\_\_\_\_\_ Letter from Health Department received Date: \_\_\_\_\_

\_\_\_\_\_ Five (5) copies of plat for Commissioners Court

\_\_\_\_\_ Advised developer that Tax Statement(s) (BLUE COPIES) must be presented on court date. (Copies of tax statements for file \_\_\_\_\_)

\_\_\_\_\_ Item placed on agenda to approve plat revision Date: \_\_\_\_\_

(Suggested wording as follows: "Approve conveyance by metes and bounds portions of previously platted Lot(s) xxx to Lot(s) xxx, xxx Subdivision, a subdivision located on xxx in Precinct xxx, pursuant to Section 232.010 of the Local Government Code)

Date of CC \_\_\_\_\_

\_\_\_\_\_ Copy of agenda placed in file

\_\_\_\_\_ Copy of Minutes placed in file

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_