



COLLIN COUNTY

SUBDIVISION REGULATIONS

DRAFT January 13, 2020

Approved by the Collin County Commissioners Court on _____

Court Order Number _____

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COLLIN COUNTY SUBDIVISION REGULATIONS

1.01 INTRODUCTION

A. General Provisions

These Subdivision Regulations have been adopted to encourage the orderly and efficient development of rural and suburban areas within Collin County by establishing standards for the provision of adequate sanitation, stormwater drainage, floodplain management, transportation infrastructure, public utilities and facilities, and other features that are necessary for ensuring the creation and continuance of a healthy, attractive, safe and efficient community that provides for the conservation, enhancement and protection of its human and natural resources. These Regulations have been prepared to promote the health, safety and general welfare of the citizens of Collin County.

B. Findings

The Collin County Commissioners Court hereby makes the following findings:

1. The Commissioners Court has been delegated the authority to regulate the subdivision and development process pursuant to [Chapter 232, Local Government Code](#);
2. The Commissioners Court has been designated by the Texas Commission on Environmental Quality as the authorized agent for the licensing and regulation of on-site sewage facilities within Collin County, and these Regulations are a necessary component of such regulation;
3. The Commissioners Court has been granted authority and responsibility under the [Texas Health and Safety Code, Chapter 366](#), to regulate the use of on-site sewage facilities within Collin County. The Commissioners Court has considered the potential pollution, nuisances and injury to public health that could be caused by the use of private sewage facilities within Collin County, and has adopted these Regulations and the Rules for On-Site Sewage Facilities (Court Order 2008-187-03-11) in part to abate or prevent the potential pollution, nuisances or injury to public health;
4. The Commissioners Court has been granted authority and responsibility under the [National Flood Insurance Program, 44 CFR](#), and [Chapter 16, Section 16.315, Water Code](#), to administer floodplain development regulations within Collin County, and has adopted the Collin County Floodplain Management Regulations (**Court Order XX**) to regulate associated development;
5. The Commissioners Court has the authority and obligation to exercise general control over the roadways, highways, bridges and related drainage structures and development within Collin County, has adopted the Collin County Drainage Design Standards (**Court Order XX**) and Collin County Roadway Standards (**Court**

Order XX) and these Regulations are a necessary component of such obligations;

6. The Commissioners Court has the authority and obligation to protect the public health, safety and welfare of the citizens of Collin County;
7. The Commissioners Court has considered the potential burden upon landowners and taxpayers of substandard development, sanitary facilities, drainage, floodplain management, and/or roadway construction; and,
8. These Regulations are adopted to preserve and protect the resources, public health and private property interests within Collin County.

C. Order

The Commissioners Court of Collin County, following public notice, investigation and hearing, has declared these Subdivision Regulations to be necessary and appropriate to accomplish the purposes and goals stated above. These Regulations have been adopted by order of the Collin County Commissioners Court (**Court Order XX**) to provide a model for the orderly and efficient development of the rural and suburban areas within Collin County.

D. Applicable Jurisdiction

These Regulations apply to areas within Collin County that are located outside of the corporate limits of a municipality. Additionally, these Regulations shall exclude areas within Collin County that are located within the extraterritorial jurisdiction (ETJ) of a municipality, provided that an ETJ has been established by the municipality and the municipality has entered into a written interlocal agreement with the County that identifies the municipality as the entity authorized to regulate subdivision plats within their respective ETJ, in accordance with [Section 242, Local Government Code](#). For additional information regarding appropriate authority to regulate subdivision plats and development, contact Collin County and the municipality.

E. Interpretation

In the interpretation and application of the provisions of these Regulations, it is the intention of the Commissioners Court that the principles, standards and requirements provided for herein shall be minimum requirements for the platting and developing of subdivisions within Collin County, and shall supersede any previous Subdivision Regulation in their entirety. Furthermore, it is the intent of the Commissioners Court that these Regulations shall be interpreted in conjunction with the Court's orders relating to on-site sewage facilities, drainage design, floodplain development, and roadway standards.

F. Applicability

Upon adoption of these Regulations, any tract of land that is divided into two (2) or more parts, or any re-subdivision or combining of all or part of any previously platted and recorded subdivision, or any combining of all or part of any previously

non-platted tract of land shall adhere to the requirements of these Regulations, unless exempt in accordance with Section 1.01.G.

G. Exemptions

1. The Owner of a tract of land located subject to these Regulations who divides the tract into two (2) or more parts is exempt from the platting requirements of these Subdivision Regulations provided that no part of the land is intended or designed for the laying out of roadways or other parts as described in Section [232.001\(a\)\(3\), Local Government Code](#) and it meets one of the following conditions:
 - a. The tract of land is to be used primarily for agricultural use, as defined by [Section 1-d, Article VIII, Texas Constitution](#), or for farm, ranch, wildlife management, or timber production use within the meaning of [Section 1-d-1, Article VIII, Texas Constitution](#);
 - b. The tract of land is divided into four (4) or fewer parcels and each of these parcels is to be sold, given, or otherwise transferred to an individual who is related to the Owner within the third degree by consanguinity or affinity, as determined under [Chapter 573, Government Code](#);
 - c. All the lots of the subdivision are more than ten (10) acres in area;
 - d. All the lots of the subdivision are sold to veterans through the Veterans' Land Board program;
 - e. The tract of land belongs to the State or any state agency, board or commission or owned by the permanent school fund or any other dedicated funds of the State;
 - f. The Owner of the tract of land is a political subdivision of the State; the land is situated in a 100-yr floodplain; and the lots are sold to the adjoining landowners;
 - g. One new part of the tract is to be retained by the Owner, and the other new part is to be transferred to another person who will further subdivide the tract subject to the plat approval requirements of these Regulations;
 - h. All parts of the tract are transferred to persons who owned an undivided interest in the original tract and a plat is filed before any further development of any part of the tract;
 - i. The acquisition or disposition of land by any federal or state agency, political subdivision of the State, municipality, or school district intended for or relating to right of way purposes;
 - j. The tract of land is to be used solely for the financing of the construction of a building or for the refinancing of an existing building with no change in property ownership.

2. Land divisions that are initially exempt, under this Section, or development on tracts which were a part of a division that was initially exempt, require approval under these Subdivision Regulations at the time that subdivision of the land, as defined in Section 1.02, is proposed to occur or at the time that the intended development on the tract exceeds the nature of the particular exemption.
3. Exemption under these Regulations does not exempt the Developer or Owner of the property from requirements arising under Collin County Rules for On-Site Sewage Facilities and/or Floodplain Management Regulations.
4. Application Process for Exceptions
 - a. Application for Exception to the platting requirements of these Subdivision Regulations shall be made in writing and submitted to the Director of Engineering with the appropriate fee as indicated in Appendix B.
 - b. By the authority given by the Collin County Commissioners court, Court Order # _____, the Director of Engineering shall review the request and reply to the Applicant in writing within ten (10) business days either granting or denying the request or informing the Applicant that the request has been forwarded to the Commissioners Court for consideration at its next meeting.
 - c. If the request is denied, the Director of Engineering shall include in its reply the reasons for the denial.
 - d. The Applicant may appeal a denial in accordance with the procedures set forth in Section 1.12 of these Subdivision Regulations.

H. Prior Approvals

1. A plat that has received approval prior to the effective date of these Regulations, and has not expired, shall be based upon the subdivision regulations in effect immediately prior to these Regulations, and such regulations are kept in effect for such purposes. Development of land subject to this Section may be subject to current Collin County Rules for On-Site Sewage Facilities, Drainage Design Standards, Floodplain Management Regulations, and Roadway Standards and Policies.
2. Plats that have not received approval prior to the effective date of these Regulations, including replats, shall be subject to the regulations and development standards contained in these Regulations.

I. Issuance of Permits

No permit, which Collin County is authorized to issue, will be issued for any property that is not in compliance with these Regulations.

J. Appendices Incorporated

The appendices to these Regulations are incorporated herein by reference and are

hereby made a part of these Regulations.

1.02 DEFINITIONS

For the purpose of these Regulations, the following terms, phrases, words and their derivations shall have the meaning given herein. Definitions not expressly prescribed herein are to be determined in accordance with customary usage in planning and engineering practice. The word “shall” is mandatory and the word “may” is permissive.

ALLEY – a minor public right of way or private roadway easement that is used primarily for vehicular services access to the back or sides of property otherwise abutting on a roadway.

APPLICANT – a Subdivider who seeks approval of a proposed subdivision pursuant to these Regulations.

AS-BUILT PLANS – revised set of drawings submitted by the Developer upon completion of construction. They reflect all changes made in the specifications and civil construction plans during the construction process, and show the actual, built, exact dimensions, geometry and location of all elements of the work completed under the contract.

BASE FLOOD – the flood having a 1 percent chance of being equaled or exceeded in any given year. Also, the flood resulting from the 100-yr storm event.

BASE FLOOD ELEVATION (BFE) – the WSEL resulting from any flood in Collin County, including outside of SFHAs, that has a 1 percent chance of equaling or exceeding that level in any given year, also called the 100-yr storm event. The BFE is used to delineate the Base Flood in plan view. The BFE may be calculated by the Developer’s Engineer or as shown on the FIRM and found in the accompanying FIS for Zones A, AE, or AH for Collin County. The BFE shall be in relation to the datum specified in the FIS for Collin County.

BEST MANAGEMENT PRACTICES - physical, structural or managerial procedures that decrease the potential for facilities to pollute downstream channels, lakes, and waterways.

BOND – any form of surety bond in an amount and form satisfactory to the County, as authorized in [Section 232.004, Local Government Code](#).

BUSINESS DAY – the days of the week when County offices are normally open (excludes official holidays and weekends). Collin County holidays may be found online at:

<https://www.collincountytx.gov/government/Pages/Holidays.aspx>

COLLECTOR ROADWAY - a roadway serving one hundred fifty (150) lots or more, including those outside the subdivision. Collector Roadways provide connectivity between Residential Roadways and existing County roadways or future Thoroughfares.

COMMISSIONERS COURT – The Commissioners Court of Collin County.

COUNTY – Collin County, Texas.

COUNTY CLERK – the County Clerk of Collin County.

COUNTY JUDGE – the County Judge of Collin County.

COUNTY ROADWAY – a public roadway under the control and maintenance of the County.

DEDICATION – the appropriation of land, or an easement therein, by an Owner, for the use of the public and accepted for such use by or on the behalf of the public.

DEVELOPER – any person, partnership, firm association, corporation (or combination thereof), or any officer, agent, employee, servant or trustee thereof, who performs or participated in the performing of any act toward the development of a subdivision, within the intent, scope and purview of these Regulations.

DEVELOPMENT – all land modification activity, including grading or construction of buildings, roadways, parking lots and/or other impervious structures or surfaces.

DIRECTOR OF ENGINEERING - where used in these Regulations, “Director of Engineering” shall mean the Collin County Director of Engineering and his authorized and/or appointed representatives.

DRAINAGE PLAN OR STUDY – a plan for handling stormwater affecting existing and proposed property and/or roadways due to development, including water surface elevations, floodplains, velocities, and mitigation measures. Drainage plans or studies include all areas handling stormwater, including SFHAs.

EASEMENT – an area for restricted use on private property upon which a public utility/entity shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs or other improvements or growth which in any way endanger or interfere with the construction, maintenance and/or efficiency of its respective systems on or within any of these easements.

ENGINEER – a person licensed under the provisions of the Texas Engineering Registration Act to practice the profession of engineering in the State of Texas.

ENTITLEMENT - rights conveyed by approvals from government bodies to develop a property.

EXISTING ROADWAYS – roadways that have been constructed and in place prior to the passage of these Regulations.

EXTRATERRITORIAL JURISDICTION (ETJ) – the unincorporated land area, not a part of any city, which is contiguous to the corporate limits, as defined in [Local Government Code, Chapter 42](#).

FEMA – Federal Emergency Management Agency.

FINAL ACCEPTANCE – formal acceptance by order of the Collin County Commissioners Court.

FINAL PLAT – the official drawing or map (including all necessary survey drawings, notes, information, affidavits, dedications and/or acceptances as required by these Regulations) of any given subdivision of land which is prepared from actual field measurements and staking of all identifiable points by a Surveyor or Engineer, with the subdivision location referenced to a survey corner and with all boundaries, corners and curves of the land division sufficiently described so that they can be reproduced without additional information.

FLOOD OR FLOODING – a general and temporary condition of partial or complete inundation of normally dry land areas from:

- a. the overflow of inland waters.
- b. the unusual and rapid accumulation or runoff of surface waters from any source.

FLOOD STUDY – an examination, evaluation and determination of flood hazards and corresponding water surface elevations, floodplains, and velocities. Flood studies, when used herein, are associated with analysis of regulated SFHAs.

FLOOD INSURANCE RATE MAP (FIRM) – an official map of a Community, on which the Federal Emergency Management Agency has delineated both the SFHAs and the risk premium zones applicable to the Community.

FLOOD INSURANCE STUDY (FIS) – is the official report provided by FEMA. The report contains flood profiles, water surface elevation of the base flood, as well as the FIRM.

FLOODPLAIN OR FLOOD-PRONE AREA – any land area susceptible to being inundated by water from any source (see definition of flooding). For plats and civil construction plans, a floodplain is a plan view depiction of the extent of flooding based on calculated water surface elevations.

GRADE – the elevation of a finished surface of the ground or paving at a point where height is to be measured or the degree, of inclination of a surface.

HOMEOWNERS ASSOCIATION – an organized, non-profit corporation with mandatory membership when property is purchased.

LOT OF RECORD – a divided or undivided tract or parcel of land having frontage onto a roadway and which is, or which in the future may be, offered for sale, conveyance, transfer or improvement; which is designated as a distinct and separate tract; and which is identified by a lot number in a duly approved subdivision plat which has been properly filed of record.

MANUFACTURED HOME RENTAL COMMUNITY, MANUFACTURED HOME SUBDIVISION - A plot or tract of land that is separated into two (2) or more spaces or lots that are rented, leased or offered for rent or lease, for the installation of manufactured homes for use and occupancy as residences. The development of Manufactured Home Rental Communities and Subdivisions is regulated by the Collin County Regulations for

Manufactured Home Rental Communities Infrastructure.

MINIMUM REQUIREMENTS – Minimum acceptable requirements; such requirements may be modified by the Director of Engineering as may be necessary to protect the public health, safety, and welfare.

ORIGINAL TRACT – see Parent Tract.

OWNER – the Owner of the parent tract or lot of record subject to these subdivision requirements.

PARENT TRACT – the original tract of land owned prior to any proposed division.

PLAT – a survey of the land which identifies the boundaries of a tract and any easements, floodplains, roadways, rights of way, and a drawing or map depicting the division or subdivision of land into lots, blocks, parcels, tracts or other parts.

PRIVATE ROADWAY – a Residential Roadway that is typically owned and/or maintained by an entity other than the County and that is generally intended to serve residents located thereon but not the public at large. The term “private roadway” shall be inclusive of alleys, if such are to be provided within the subdivision.

PUBLIC ROADWAY – a public right of way, however designated, dedicated, or acquired which provides vehicular access to adjacent properties. The Public roadway may or may not be maintained by Collin County.

RECORD PLAT – the final plat drawing which has been approved by the Commissioners Court, signed by the County Judge and filed at the County Clerk’s office.

REGULATIONS - Collin County Subdivision Regulations, as may be amended.

REPLATTING (or REPLAT) – the re-subdivision or combining of all or part of any block(s), lot(s) or tract(s) within a previously platted and recorded subdivision.

RESIDENTIAL ROADWAY - a roadway serving less than one hundred fifty (150) lots, including those outside the subdivision. Residential Roadways provide connectivity between residential driveways and Collector Roadways, existing County roads, or future Thoroughfares.

RESIDUE TRACT – any part of the original tract remaining after its division.

RIGHT OF WAY – a parcel of land that is occupied or intended to be occupied, by a roadway or alley. Where appropriate, “right of way” may include other facilities and/or utilities such as sidewalks; railroad crossings; and/or electrical, telecommunication, oil, gas, water, sanitary sewer and/or storm sewer facilities. The term “right of way” shall also include parkways and medians which are located outside of the actual pavement. The usage of the term “right of way” for land platting purposes shall mean that every public right of way hereafter established and shown on a final plat is to be separate and distinct from the lots or parcels adjoining such right of way and shall not be included within the dimensions or areas of such lots or parcels. The right of way is the distance

between property lines measured at right angles to the centerline of the roadway or alley.

RURAL - a subdivision having lots that are one (1) acre (no less than 43,560 square feet) or larger.

ROADWAY – a right of way (or easement), whether public or private and however designated, which provides vehicular access to adjacent land.

SPECIAL FLOOD HAZARD AREA (SFHA) – the land in the floodplain subject to a 1 percent or greater chance of flooding in any given year. Areas of special flood hazard are depicted on the Collin County FIRM as Zones A, AO, AH, or AE.

SUBDIVIDER – any person or agent thereof who is dividing or proposing to divide land so as to constitute a subdivision as that term is herein defined. The term “subdivider” shall be restricted to include only the Owner, equitable Owner or authorized agent of such Owner or equitable Owner (such as Developer) of land that is sought to be subdivided.

SUBDIVISION – the division of a tract of land situated within Collin County and outside the corporate limits of any municipality into two (2) or more lots, parcels or tracts for the purpose of sale or development, or for the purpose of laying out roadways, alleys, squares, parks, public utility easements, public rights of way, private ingress/egress easements, drainage or stormwater improvements, or other parts of the tract intended to be dedicated to the County for public use or for the use of purchasers or owners of lots or parcels fronting on or adjacent to such facilities. The term “subdivision” includes the term “addition”.

- A. A division of a tract under this subsection 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 or sale or other executory contract to convey, or in a lease (other than agricultural or hunting leases), or by using any other method of conveyance of an interest of land.
- B. It is the intent of the Commissioners Court that the term “subdivision” be interpreted to include all divisions of land, including divisions intended to create gated (i.e., private roadways) communities, that are not exempt under Section 1.01.G of these Regulations, to the fullest extent permitted under the laws of the State of Texas.

SUBSTANDARD ROADWAY – a roadway which does not meet the minimum roadway standards described in the Collin County Roadway Standards.

SURVEYOR – a person licensed under the provisions of the Texas Professional Land Surveying Practices Act to practice the profession of surveying in the State of Texas.

TCEQ – Texas Commission on Environmental Quality.

THOROUGHFARE - a principle traffic artery, carrying higher volumes of traffic, more or

less continuously, which is intended to connect remote parts of the area adjacent thereto and to act as a principle connecting roadway with state highways.

TRACT – see Parent Tract.

URBAN - a subdivision having lots that are less than one (1) acre (less than 43,560 square feet).

USABLE ACRE – a unit of area equal to at least 43,560 square feet. When calculating the usable acreage of any lot, the gross square footage within the lot shall be used, provided that any area that is dedicated for right of way purposes, within a private roadway easement, an easement for a shared access driveway, or any unusable easements as defined by [TAC, Title 30, Chapter 285](#) regarding On-Site Sewage Facilities shall be excluded.

UTILITY – water, sewer, gas and/or electrical services owned and/or operated by either a municipality, county, special district, or any other public, non-profit or private entity.

VARIANCE – A form of relief granted to an Owner/Developer by the Commissioners Court and granted on the basis of the criteria set out in these Regulations.

1.03 SUBDIVISION DEVELOPMENT PROCEDURES

This section provides a summary of the subdivision and development process in Collin County. Additional detail is provided in later sections.

A. Procedural Requirements

1. Pre-submittal meeting (optional).
2. Submittal of drainage plans, flood and drainage studies, traffic impact analysis, and on-site sewage facilities to the Director of Engineering and Development Services for review and approval. These plans and studies shall include all planned phases of development for multi-phase developments.
3. Submittal of Plat Package per Section 1.04 and Sign Package per Section 1.06.
4. Administrative completeness review by the Director of Engineering.
5. Final plat and Sign Package review by the Director of Engineering, public meeting/hearing, and Commissioners Court approval.

If no new roadways or drainage infrastructure, stop here.

6. Civil construction plans submittal per Section 1.06, review and approval by the Director of Engineering.
 - a. Civil construction plan submittals may be made with final plat submittals and reviewed concurrently.
 - b. If no new roadways or drainage infrastructure, civil construction plans not required.

7. Preconstruction meeting with the Director of Engineering, Developer, and Contractor.
 8. Construction of improvements in accordance with the Collin County Roadway Standards, Drainage Standards, and these Regulations.
 9. Final inspection of construction by the Director of Engineering.
 10. Submittal of bonding requirements described in Section 1.10 and record (as-built) civil construction plans.
 11. County acceptance of development into a two (2) year warranty period as defined in Section 1.09.
 12. Filing of final plat by the Developer.
 13. Maintenance of infrastructure by the Developer for a period of two (2) years as described in Section 1.09.
 14. Final inspections by the Director of Engineering. Owner/Developer remedy any deficiencies identified by the Director of Engineering.
 15. Commissioners Court acceptance of infrastructure for Collin County maintenance.
- B. Replats
1. Replats combining two or more individual lots into a single, larger lot do not require public hearing.
 2. Replats that split lots, transfer acreage from one lot to another, or move acreage into a previously platted subdivision require public hearing.
- C. Administrative Completeness Review
1. In order for a plat submittal to be administratively complete, all required documents should be submitted to the Director of Engineering and shall adhere to the plat package submittal requirements listed in Section 1.04.
 2. If the Director of Engineering determines that the plat submittal is incomplete with reference to the requirements of these Regulations, the Applicant shall be notified within ten (10) business days of the date the plat submittal was received with a written explanation of missing or required information or documents.
 3. A sign package is not a requirement of plat acceptance, however, both must be considered and acted upon by Commissioners Court. Concurrent submittal of these documents ensures both are placed on Commissioners Court agenda for action on the same day. The sign package must be signed and sealed by an Engineer.
- D. Application Fees
- The Applicant shall pay a non-refundable fee in the amount set forth in Appendix B

of these Regulations, with each submittal of final plat/replat. In addition, upon review (or re-review) of a plat submittal by the Director of Engineering, if changes are made to the plat by the Applicant/Developer that were not a part of the plat submittal after the review or if the items required by the review have not been addressed or satisfied when the plat is re-submitted, an additional fee will be assessed each time the plat is re-submitted and review is required. A one-time re-review will be allowed prior to the assessment of this fee. The application fee schedule may be amended from time to time by the Commissioners Court without amending or affecting the remainder of these Regulations.

E. Plat Review and Approval

1. Upon receipt of an administratively complete application package and the appropriate fee, the plat application will be reviewed by the Director of Engineering.
2. The Director of Engineering will review the plat application and respond in writing to the Applicant if the plat is approved, approved with conditions, or disapproved with explanation within the time period outlined in [Section 232.0025, Local Government Code](#).
3. The Applicant shall address the Director of Engineering's comments and shall then revise and resubmit the plat along with any additional information as requested by the Director of Engineering.
4. The Director of Engineering will review the revised plat and respond in writing to the Applicant if the revised plat is approved or disapproved within the time period outlined in [Section 232.0025, Local Government Code](#).

F. Action by Commissioners Court

1. Upon compliance with these Regulations, the Director of Engineering shall schedule the plat for consideration and final action by the Commissioners Court within the time period outlined in [Section 232.0025, Local Government Code](#).
2. The period for final decision by the Commissioners Court may be extended for any of the following reasons;
 - a. If the County must perform a taking impact assessment in connection with a plat submittal per [Chapter 2007, Government Code](#), the period for approval may be extended for an additional thirty (30) days; or
 - b. The timing of approval is affected by another regulatory agency that has jurisdiction over plat approval or satisfaction of plat standards of approval (for example, OSSF review), in which case the period may be extended for a time until that agency completes its procedures with respect to the plat.
3. The Commissioners Court shall consider and take final action on a final plat, including the resolution of all requests for variances, in accordance with [Section](#)

[232.0025, Local Government Code](#), except where the period has been extended as described in Section 1.03.F.2.

4. The Commissioners Court shall consider and take action on the plat based upon the criteria for plat approval in Section 1.04, the recommendations of the Director of Engineering and other officials and agencies, and the results of the takings impact assessment, if any. The Applicant will be given the opportunity to appear before the Commissioners Court and be heard at the meetings at which the final plat is considered. The Applicant will be notified of the meeting dates and times by letter and/or email to the contact addresses in the application.
5. The Commissioners Court may approve, approve with conditions with reference to the requirements of these Regulations, or disapprove the plat.
6. If the Commissioners Court disapproves a plat, the Applicant shall be given a written list of the reasons for the disapproval and the actions required for approval of the plat within ten (10) business days from the date that the plat was disapproved.
7. If the Commissioners Court fails to take final action of the plat as required under this section:
 - a. The plat application is granted by operation of law; and
 - b. The Applicant may apply to a district court in Collin County for a writ of mandamus to compel the Commissioners Court to issue documents recognizing the plat's approval.
8. It is the responsibility of the Applicant/Developer to assure compliance with applicable State, Federal and Local laws and regulations pertaining to the environment.
9. The procedures for action by Commissioners Court related to sign packages follows the procedures in Section 1.03.F.
10. Approval of the plat shall not be construed as permission or approval to begin construction activities on the subject property.

G. Record Plat

If infrastructure is being constructed, plat filing follows the guidelines in Section 1.03.A. A minimum of one (1) 24" x 36" blackline containing all original signatures, will be presented to the Director of Engineering to obtain county official signatures. The Owner will be required to submit the plat to the County Clerk's Office for recording as the record plat (after approval of the plat by Commissioners Court and acceptance of constructed improvements by the Director of Engineering), unless the requirements for recording plats is changed by the County, in which case the new requirements shall be followed. All writing and drawings on the record plat must be large enough and clear enough to be easily legible following recording and

subsequent reproduction methods customarily used by the County. Please reference the [Collin County Clerk's website](#) for the most recent plat filing requirements.

1.04 FINAL PLAT/REPLAT

This section describes the items necessary for an administratively complete final plat and the plat approval process. Replats are required to follow the requirements of this Section but may require additional public notifications and public hearings for approval.

Final plat submittals shall be required if the tract of land does not meet the exemption requirements in Section 1.01.G.

A. Final Plat Submittal Package

In order for a final plat submittal to be administratively complete, each final plat shall be submitted to the Director of Engineering and shall be accompanied by the following information and materials:

1. A completed application form as approved and provided in Appendix A.
2. If Applicant is not the Owner, Owner Authorization Form as provided in Appendix A.
3. A completed Plat Review Checklist as provided in Appendix B.
4. The applicable review fee (see Appendix C).
5. Three (3) blackline copies of the final plat as well as a digital file (PDF) on USB drive or other media containing all the required information specified in this Section.
6. An original tax certificate showing that all taxes, currently due for the land being subdivided or re-subdivided, have been paid.
7. Final versions of drainage plans, flood and drainage studies, traffic impact analysis, and on-site sewage facilities previously approved by the County.
8. Utility provider will-serve letters for water, wastewater and electric utilities. The utility provider letter shall state that the provider can adequately serve the development, has reviewed and approved the utility plan, easements, and plat, will inspect proposed utilities during construction and describe all bonding requirements. Will-serve letters from water providers must indicate allowable flow. An exception letter from the Collin County Fire Marshal is required for flows less than 1,500 gallons/minute. If groundwater under the land is to be the source of water for the subdivision, provide certification by an Engineer that there is adequate groundwater available to meet TCEQ requirements for residential development. Include the water provider's certificate of convenience and necessity (CCN) number.
9. Approval of the [Application for Subdivision/Development Review for On-Site](#)

[Sewage Facilities \(OSSF\)](#) from the Collin County Development Services Department.

a. For more information regarding this review, please contact Development Services at (972) 548-5585.

10. A copy of the subdivision restrictive covenants, required by the Developer, shall accompany the final plat. They should contain the following:

a. If sewage disposal is by means of on-site sewage facilities, the restrictive covenants shall indicate that the Owner of each lot shall obtain an on-site sewage facility license from the Collin County Development Services Department.

b. That all driveway culverts shall be installed in accordance with the policies of Collin County Drainage Design Standards and the [Application for Culvert/Driveway Permit.](#)

c. No building construction shall be allowed until the plat is filed and recorded with the County Clerk and a permit issued by Collin County Development Services.

d. Requirements for maintenance of detention and drainage facilities as specified in the Collin County Drainage Design Standards.

e. Homeowners Associations with maintenance funds are required if private roadways are proposed.

B. Plat Requirements

A plat document shall include the following:

1. General Information:

- The plat shall carry the legend "Final Plat".
- North arrow, scale (both graphic and written) and date. The scale shall not exceed 1 inch = 200 feet, or as required by the Director of Engineering. Multiple sheets may be required on larger subdivisions.
- Name of the proposed subdivision, which shall not be the same or similar to any other subdivision within the County unless the subdivision is an extension of a pre-existing, contiguous subdivision.
- A location map which shows the general location of the proposed subdivision in relation to the County, other subdivisions, major roads, towns, cities and/or topographical features.
- Name, address and phone number of the Owner and the Developer of the property. This shall include the name of the designated representative for the development group.
- Name, signature, seal, date, address and phone number of the Surveyor and/or Engineer.

- Name, address and phone number of all utility companies.
 - A note stating the total acreage of the subdivision, total number of lots within the proposed subdivision, the smallest and largest lot size shown on the plat, and the average size of lots.
 - The boundary lines and their relation to an original corner of the original survey, with bearings and distances, total acreage and legal description of the proposed subdivision. The boundary line description of the tract being subdivided shall close to an accuracy of one in ten thousand (1:10,000).
 - Easements shall be dedicated by the owner of a parcel of land to another person, public agency or private corporation for specific and limited use of that parcel of land.
 - Description of monumentation used to mark all boundary, lot and block corners, as established by a Surveyor, and all points of curvature and tangency on roadway rights of way.
 - Statement of approval by the Commissioners Court along with a line for the County Judge's signature.
 - On-Site Sewage Facility Review Plat Notes and signature block.
 - Include the date of preparation and any revision dates.
2. Lot, Roadway and Right of Way Information:
- Lot, block, and section numbers for each parcel.
 - Total acreage rounded to the nearest thousandth (0.001) and dimensions of each lot.
 - The location of any lots proposed for cluster mailboxes, detention facilities, parks, squares, greenbelts, schools and/or other public use facilities.
 - The outline of adjacent properties for a distance of at least one hundred (100) feet, including property owner names.
 - Names of adjoining subdivisions and owners of property contiguous to the proposed plat and for an area extending two hundred (200) feet from the property line of the proposed plat, along with appropriate recording information (i.e., volume and page deed reference or instrument number).
 - Distance from the proposed subdivision to the nearest roadway intersection.
 - A depiction of how the roadways, alleys or highways in the proposed subdivision connect with adjacent land, adjacent recorded subdivisions, or previously dedicated, platted, existing and/or planned roadways within the vicinity of the subdivision.
 - Name, location, length, pavement widths, and right of way widths of all proposed roadways, proposed alleys, and existing roadways.
 - Total number of lots, including those outside the subdivision, contributing to each roadway.
 - The proposed roadway names, which shall not conflict with existing roadway

names in an unincorporated area.

- Location, size and proposed use of all proposed access easements, or shared access driveways, if any.

3. Drainage and Floodplain Information:

- The plat shall be prepared in accordance with the requirements of the Collin County Drainage Design Standards and Floodplain Management Regulations.
- Topography of the development. Pre- and post-development contour intervals shall be shown for assessment and determination of proper drainage.
 - Contour intervals shall not be greater than two (2) feet for land with less than 5% grade.
 - Contour intervals shall not be greater than five (5) feet for land with greater than 5% grade.
- Easements as outlined in the Collin County Drainage Design Standards.
- All SFHAs identified by the most current FIRM provided by FEMA shall be shown on the plat with the community and panel number of the FIRM.
- Design-yr and 100-yr floodplains (FEMA SFHAs and non-FEMA) for all stormwater conveyance systems.
- Delineation of any SFHAs being modified as a result of the proposed development. Flood Study submittals shall follow the requirements in the Collin County Floodplain Management Regulations. An approved LOMR is required prior to filing final plat.
- Base Flood Study for development with 5 acres or 50 lots, whichever is less, with all or part located in Zone A.
- 100-yr floodplain line shall be shown on the plat for subdivisions not located within a SFHA. The new floodplain line shall be noted as determined by a base flood study for the subject development.
- For subdivisions not located within a SFHA, reference shall be made on the plat that the subdivision is not located within a SFHA and the community and panel number of the appropriate FIRM shall be included.

4. Water, Wastewater and Utilities Information:

- The location of all proposed utility easements and/or infrastructure, including water wells and sanitary sewer easements, if applicable Public and private wells shall include a sanitary easement having radius of one hundred fifty (150) and one hundred (100) feet, respectively.
- Utility easements provided outside of design-yr floodplains.
- Usable acreage per lot as it pertains to On-Site Sewage Facility Regulations.
- Certification that all lots have been designed in compliance with the rules of Collin County for on-site sewage facilities, together with all planning and

evaluation materials required.

- Recording information (volume and page deed reference or instrument number) of all existing utility easements.

5. Plat Notes and Certifications:

- Certifications and the appropriate plat notes (i.e., language) set forth in Appendix D of these Regulations or as may be required by the Director of Engineering.
- For private roadways, language that stipulates that Collin County will not maintain those roadways.

C. Approval of the Final Plat

1. The final plat shall meet all the requirements in this Section and Section 1.05.
2. The final plat approval process follows the guidelines outlined in Section 1.03.
3. The Commissioners Court shall approve a final plat if it conforms to the requirements of these Regulations.
4. Approval of a final plat does not authorize any site grading, construction or development activities, but merely authorizes the Applicant to proceed with civil construction plan approval, if not done concurrently with plat approval. Such approval does not constitute any obligation on the part of the County for maintenance of any roadways. Acceptance for maintenance shall require a separate order of the Commissioners Court entered at a date after the warranty period, as described Section 1.09, is completed.
5. No construction of the development may commence until the following have been completed:
 - a. civil construction plans have been approved by the Director of Engineering;
 - b. preconstruction meeting is held with the Director of Engineering, the Developer, and the Contractor.
6. Conveyance or sale of lots depicted on a final plat shall not be permitted until the final plat has been recorded in the Official Public Records of Collin County, Texas.

1.05 SUBDIVISION REQUIREMENTS

The purpose of this section is to provide general guidelines for the establishment of individual lots and layout of roadways within subdivisions.

A. Lots – General Provisions

1. Lots shall be of sufficient size and shape to allow for the construction of residential dwelling units that will meet the requirements of established building or construction codes, public health codes, and local ordinances and orders.

2. Lots shall be of sufficient size and shape to accommodate easements for all public and private utility services and facilities that are to serve the subdivision.
 3. Lots should be designed, so far as possible, to have the side lot lines at right angles to the roadway on which the lots face or radial to curved roadway lines.
- B. Minimum Lot Size
1. For lots serviced by sanitary sewer, the lot size shall meet the general provisions above.
 2. The minimum lot size for lots not serviced by sanitary sewer shall be a minimum of one (1) Usable Acre or one and one-half (1 ½) acres for lots utilizing individual water systems. This excludes any unusable acreage as stipulated in [TAC, Title 30, Chapter 285](#) regarding On-Site Sewage Facilities. Lots size shall be in accordance with the most current approved order adopting the “Rules for On-Site Sewage Facilities” for Collin County.
- C. Lot Frontage
1. Every lot shall have frontage on, or access to, a public roadway or access easement.
 2. Lots shall be of sufficient width along roadways so as not to create any adverse drainage conditions or traffic hazards.
 3. Minimum lot frontage along existing County Roadways shall be one hundred (100) feet.
 4. Lots fronting along State maintained roadways shall adhere to the requirements of the agency having control over said roadways and associated right of way.
- D. Monuments
1. In all subdivisions and additions, monuments shall be established at the corners of each block and lot in the subdivision, consisting of an iron rod or pipe that is easily distinguishable from any other markers, set flush with the top of the ground.
- E. Types of Roadways
1. All roadways serving a subdivision, whether maintained or designated to be maintained by the County or for private maintenance, shall be designed and constructed in accordance with the standards in these Regulations and the Collin County Roadway Standards, and shall be classified as one of the following types of roadways:
 - a. Public roadways to be maintained by the County; or
 - b. Private roadways to be maintained by a Homeowners Association.
- F. Publicly Maintained and Dedicated Paved Roadways

1. Public roadways shall be paved. The boundary lines of all lots fronting onto a publicly dedicated right of way shall be contiguous with the boundary of the right of way.
2. Any dedication to the public shall be accomplished by dedication language on the plat which conveys a perpetual right of way on the property for public use (see Appendix D).

G. Private Roadways

1. Private roadways shall be paved.
2. Private roadways shall not be intended for regional or local through traffic circulation.
3. The County shall not pay for any portion of the cost of constructing or maintaining a private roadway, or for any utilities or related facilities that are adjacent to private roadways.
4. All required water, sewer and drainage facilities and signs placed along private roadways shall be installed in accordance with County standards.
5. Civil construction plans for private roadways must include the same engineering consideration and plans required for public roadways and utilities.
6. Each of the lots sharing use of the private roadway shall hold equal, indivisible, irrevocable and unrestricted rights in the private roadway, which rights shall be established by a recorded easement and the easement shall run with the land of each of the adjacent lots.

H. Roadway Layout

1. The proposed plat shall satisfy the requirements of these Regulations relating to the design of roadways and shall contain a written certification from an Engineer or Surveyor that the locations and dimensions of roadways as set forth and laid out on the plat are in accordance with these Regulations.
2. Residential Roadways shall be so laid out that their use by through traffic will be discouraged. Collector Roadways shall be used to provide access to adjacent subdivisions.
3. All residential subdivisions shall provide a minimum of two (2) points of access for subdivisions having thirty (30) or more lots, plus one (1) point of access for each seventy-five (75) lots thereafter, including roadway stubs for future connections or extensions into a future development or phase and/or connection to an existing major collector or thoroughfare or as required by the Director of Engineering.
4. Points of access shall be placed so that the distance between points of access, measured in a straight line between accesses, is no less than one-half the

maximum overall diagonal dimension of the subdivision.

5. Cul-de-sacs

- a. Cul-de-sacs may be permitted where the form or contour of the land makes it difficult to plat with connecting roadways.
- b. Cul-de-sacs shall serve less than thirty (30) lots.
- c. Cul-de-sacs shall provide proper access to all lots and a turn-around shall be provided at the closed end.
- d. Cul-de-sacs shall be designed and constructed in accordance with the Collin County Roadway Standards.

I. Roadway Names

1. All roadways shall be named, with prior approval being received from the Collin County GIS/Rural Addressing and Development Services.

J. Design of Public Improvements

1. All improvements shall be designed and installed to provide, to the maximum extent feasible, a logical system of utilities, drainage and roadways to permit continuity of improvements to adjacent properties. Unless otherwise approved by the Commissioners Court, provisions must be made for extending existing dead-end roadways within a recorded adjacent subdivision(s). Proposed roadways should conform to existing topography, to the extent possible, in order to help eliminate or reduce potential drainage problems and to form a drainage collection system for surface water runoff.
 - a. Design Criteria for Roadways:
 - i. All roadways shall be designed in accordance with the Collin County Roadway Standards, as amended.
 - b. Design Criteria for Drainage:
 - i. All drainage shall be designed in accordance with the Collin County Drainage Design Standards, as amended.
 - c. Design requirements for Utilities:
 - i. Utilities and their appurtenances shall be placed in dedicated utility easements. Utility easements shall be outside the design-year floodplain of the drainage conveyance systems.
 - ii. Utilities placed within the 100-yr floodplain shall meet all local, state, and federal requirements.
 - iii. Refer to the Collin County Roadway Policy and Collin County Floodplain Regulations for additional utility placement requirements.

K. Shared Access Driveways

1. Where adequate driveway spacing cannot be achieved to meet the regulations of The Texas Department of Transportation or Collin County, shared access driveways may be considered. Proposed shared access driveways shall be submitted to the Director of Engineering for consideration.
2. Any plat submittal proposing shared access driveways shall also satisfy the following requirements:
 - a. A note clearly displayed on the plat, containing the language provided in Appendix D regarding shared access driveways.
 - b. Each of the lots sharing use of the shared access driveway shall hold equal, indivisible, irrevocable and unrestricted rights in the shared access driveway, which rights shall be established by a recorded easement and the easement shall run with the land of each of the benefited lots. The easement instrument (plat or separate instrument) shall clearly state each lot's pro rata responsibility with respect to future maintenance and/or repairs of the shared access driveway.
 - c. Culverts/Driveway permits are required for all shared access driveways.
3. The postal address of each of the lots shall be based upon the public roadway from which the shared access driveway gains access, and the mailboxes for each of the lots shall be located together (i.e., clustered) along the edge of the right of way.

L. Mailboxes

1. Placement of mailboxes shall be in accordance with United States Postal Service (USPS) requirements.
2. Cluster mailbox systems shall be located within an easement.
3. All mailboxes within County rights of way shall meet current TxDOT standards if the speed limit on the County roadway is more than 40 miles per hour. Mailboxes in subdivisions with speed limits at or below 40 miles per hour must meet USPS requirements, and must be placed in a manner that does not interfere with the efficient movement of traffic or with visibility from driveways, intersecting roadways or other access points.

M. Signs

1. All signs required by the Director of Engineering, including roadway (street) name signs, regulatory signs (e.g., stop and yield), warning signs, and informational signs, must meet Collin County Standards and may be installed by the Owner, Developer, or County.
2. All signs shall be installed in accordance with the most current version of the

“Texas Manual of Uniform Traffic Control Devices” (TxMUTCD).

3. For signs installed by the County, the County will prepare a quote for installation of signs prior to installation. The Owner or Developer shall pay the amount shown on the quote prior to installation.

1.06 GENERAL CIVIL CONSTRUCTION PLAN REQUIREMENTS

Civil construction plans shall be submitted to the Director of Engineering for review and approval prior to commencement of construction.

A. General Requirements

1. All improvements shall be designed in accordance with the Collin County Drainage Design Standards, Floodplain Regulations, Roadway Standards, other agency regulations, North Central Texas Council of Governments (NCTCOG) specifications, and standard details.
2. All submitted items shall be 100% complete at the time of the submittal. Any incomplete components of a submittal shall result in the entire submittal being considered incomplete and shall be returned to the Applicant not reviewed.
3. Four (4) hard copies as well as a digital file (PDF) on USB drive or other media of complete civil construction plans, technical specifications, construction details, requested calculations, and geotechnical report are required to be submitted to the Director of Engineering for review and approval.
4. Mixture designs for hot-mix asphalt or concrete pavement, or type and application rates for prime coat, surface coat, and fog seals, approved by the Developer’s Engineer, shall be submitted.
5. The civil construction plans shall be submitted on 24” x 36” sheets. Each sheet of the civil construction plans shall contain a title block, including space for the notation of revisions. This space is to be completed with each revision to the plan sheet and shall clearly note the nature of the revision and the date that the revision was made.
6. One (1) hard copy as well as digital files (PDF and CAD) on USB drive or other media of the As-Built Plans shall be submitted for all projects. The CAD file shall include linework for property boundaries, right of way, easements, roadway, signals, lighting, drainage, water, and sewer facilities. CAD files shall be compatible with [Collin County GIS Services](#).
7. Each civil construction plan sheet shall bear the seal and signature of the Engineer who prepared the plans. If standard details are included in the civil construction plan submittal, the Engineer shall provide the following certification on the title sheet of the plans:

*“The standard [County, City, NCTCOG, TxDOT, etc.] details specifically identified in this set of construction plans [or specifically included in these bidding/contract documents] have been selected by me or under my direct responsible supervision as being applicable to this project.
_____, P.E., Firm Registration # or P.E. #_____”*

8. Once plans have been approved by the County, the Engineer shall provide the following certification on the title sheet of the plans:

“RELEASED FOR CONSTRUCTION

DATE:

BY:

The County has determined that these plans are in general compliance with Engineering Standards. The County’s review and release of these plans does not represent that the County has re-engineered or verified the engineering of the proposed improvements. The Design Engineer is responsible for all engineering and recognizes that specific site circumstances or conditions may require improvements constructed to exceed minimum standards contained in the County’s Engineering Standards. The Design Engineer is responsible for the applicability and accuracy of the plans and specifications contained herein. _____, P.E., Firm Registration # or P.E. #_____”

B. Civil Construction Plan Checklist

The following information is intended to assist the Developer’s Engineer in preparation of civil construction plans for review by the Director of Engineering. It is not intended to be an all-inclusive list of all information or a list of design requirements. Plans not meeting these requirements may be returned without a review and marked “Incomplete”.

1. Requirements for all Civil Construction Plan Sheets

- Title block with engineering firm information, registration number, Engineer’s seal, sheet title, and page numbers clearly shown.
- A minimum of two (2) benchmarks are required on all pertinent sheets.
- North Arrow and scale clearly shown on each plan sheet.
- Legend (relevant to each sheet) showing all special symbols, line types and hatch used.
- Roadway names labeled on all existing, proposed, and future roadways.
- Lot & block numbers and ownership information (if lots not owned by one entity) shown for all lots.
- Caution notes shown when working next to any existing utilities (public and franchise).

2. Order of sheets

- Cover Sheet.

- Plat.
 - General Notes.
 - Stormwater Pollution Prevention Plan (SW3P).
 - Post Construction Stormwater Quality Plan.
 - Roadway Typical Section.
 - Roadway Plan and Profile.
 - Grading Plan.
 - Drainage Area Map.
 - Drainage Plans (Storm sewer/Culvert layout/Detention).
 - Water and Sewer Plans.
 - Utility Plans.
 - Illumination and Signage Plan.
 - Traffic Control Plan (site specific).
 - Roadway Cross Sections.
 - Construction Standards and Details.
3. Stormwater Pollution Prevention Plan (SW3P)

Refer to the Collin County Drainage Design Standards for Stormwater Pollution Prevention Plan requirements.
 4. Post Construction Stormwater Quality Plan

Refer to the Collin County Drainage Design Standards for Post Construction Stormwater Quality Plan requirements.
 5. Roadway Typical Section
 - Roadway type as defined in the Collin County Roadway Standards.
 - Section dimensions tied to the roadway centerline.
 - Right of way width.
 - Pavement width.
 - Sidewalk locations (if any).
 - Pavement section including subgrade, materials, and depths.
 6. Roadway Plan and Profile
 - a. Plan View
 - For all new Collector Roadways, a site-specific geotechnical evaluation and pavement design, in accordance with the Collin County Roadway Standards, submitted with plans.
 - For roadways, centerline stationing at 100-foot intervals, PC's, PT's, and curve data labeled.
 - Intersection, driveway and island curb radii labeled.
 - Existing, proposed, future roadways and drives shown and labeled.
 - Right of way corner clips and sight visibility easements provided, in

accordance with the Final Plat.

- Storm inlets identified with paving stations and top of curb elevations at center of inlet.
- Drainage clarified by flow arrows at crests, sags, ridges, intersections, and valley gutters.

b. Profile View

- Existing ground line for center of roadway shown.
- Proposed profile grade line shown for all roadways, labeled at 100-foot station intervals.
- For Urban Roadways, show right and left top of curbs at intersections where split grade occurs.
- For Rural Roadways, show right and left ditch flowlines.
- Vertical curve stationing and elevations including PVC, PVI, PVT, crest/sag location, curve length, algebraic grade difference, and “K” values shown.
- Roadway grades shown to the nearest 0.01%. Max and min grades per Collin County Roadway Standards.
- Show “compacted fill” callout/note for all areas of fill.

7. Drainage Area Map and Drainage Plan

Refer to the Collin County Drainage Design Standards for Drainage Area Map and Drainage Plan requirements. The approved Drainage Area Map and Drainage Plan must be submitted with the final plat application.

8. Water Plan

a. Plan View

- Show and label all existing and proposed utilities.
- Show and label water line leading to fire sprinkler systems as “fire line” where applicable.
- Label size, type and pressure class for all proposed water mains.
- Show location for all water services and meters.
- Show and label all easements.
- Dimension location of all mains, services, meters, and spacing from other utilities.
- Curve data and stationing provided.
- Show and label all fire hydrants, valves, fittings, fire department connection locations, and back-flow prevention.

b. Profile View

- Profile all water mains 12” and larger, or where a potential conflict may arise.
- Existing and proposed ground line at centerline of pipe shown and

labeled correctly.

- Label station and flowline elevations at 100-foot intervals, and for all fittings, laterals, and crossings.
- Indicate length, type/class, slope and size of all lines.
- All utility crossings and parallel sewer/storm lines shown in profile.
- Indicate length, type and size of encasement as needed.

9. Sanitary Sewer Plan

a. Plan View

- Show and label all existing and proposed utilities.
- Dimension location of all mains from other utilities.
- Label line name, size, thickness, and type of all proposed sanitary sewer lines.
- Stub-outs labeled with size, slope, length, and flowline elevations (if not profiled).
- Show and label all easements.
- Show centerline stationing for sanitary sewer.
- Show and label all manholes with rim elevations, as well as cleanouts.
- Indicate type and size of encasement where needed.
- Show flow direction arrows for sewer main.
- Topographic contours shown to delineate sewer basins.

b. Profile View

- Profile shown for all mains 8" and larger, or where a potential conflict may arise.
- Existing and proposed ground line at centerline of pipe shown and labeled.
- Label station and flowline elevation information for all manholes, cleanouts, crossings, laterals.
- Manhole inflow and outflow elevations to be designed with a minimum of 0.1' drop.
- Indicate the type and diameter for all manholes.
- Indicate length, type/class, slope and size of all sanitary sewer pipe between manholes.
- All utility crossings and parallel storm lines shown in profile.
- Indicate length, type and size of encasement as needed.

10. Illumination and Signage Plan

- Illumination is not required. Where provided, show all illumination locations, consideration should be given to electrical layout from utility company.
- Show all stop signs and traffic related signage locations.
- Illumination located on opposite side of roadway from stop sign.

- Verification of fire hydrant placement relative to illumination and stop signs (3' clear zone).
- If symbols used in plan, include appropriate legend for clarification.
- Details of sign faces including sizes, colors, graphics, and text.

11. Traffic Control Plan (Site specific if needed)

- Design site specific traffic control plan, TxDOT standard alone will not be accepted.
- Indicate posted speed limit or design speed.
- Show all sign designation, sign graphic, and sign size.
- Show channelization device type, locations, and spacing.
- Show all traffic barricades and indicate type.
- Show all detour routes and detour signage.
- Show flagger locations where applicable.
- Show message boards with text for two (2) phases.
- Show flashing arrow boards where applicable.
- If symbols used in plan, include appropriate legend for clarification.

1.07 EXTRATERRITORIAL JURISDICTION (ETJ) SUBDIVISIONS

- A. The Developer shall contact the municipality that established the ETJ and the Director of Engineering to determine if the municipality has entered into a written interlocal agreement (ILA) with the County that identifies the municipality as the entity authorized to regulate subdivision plats within their ETJ, in accordance with [Section 242.001, Local Government Code](#). If the city has an approved ILA with the County, then the plat shall be processed through the City.
- B. Even if a plat is processed through the City, the Developer shall submit the Application for Subdivision/Development Review for On-Site Sewage Facilities (OSSF) to the Collin County Development Services Department and Director of Engineering.
- C. A Developer seeking to construct roadways in a City's ETJ, that are intended to be dedicated for public maintenance, shall comply with the requirements of the City and these Regulations, whichever is more stringent. At a minimum, roadways in a City's ETJ shall adhere to the design, civil construction plan, construction, testing, inspection, and bonding requirements described throughout these Regulations and the Collin County Roadway Standards. The Developer shall contact the Collin County Engineering Department for more details on the County's involvement in the infrastructure construction and acceptance process.

1.08 GENERAL CONSTRUCTION REQUIREMENTS

The requirements of this section must be met before a final plat can be filed with the County Clerk.

A. General

1. Unless otherwise noted in these Regulations or the Collin County Roadway Standards, all construction and materials shall conform to the North Central Texas Council of Governments (NCTCOG) Public Works Construction Standards, most recently adopted version, or to any other construction specifications adopted by the Collin County Commissioners Court. In the event an item is not covered, the Contractor shall bring the item to the attention of the Director of Engineering for approval or modification.
2. A preconstruction meeting with the Director of Engineering is required prior to the commencement of any work. The Contractor's Project Manager is required to attend.
3. The Contractor shall provide the name, phone number, and email address of the Contractor's Project Manager to the Director of Engineering. The Contractor's Project Manager shall be on site or in daily communication with the project. The Director of Engineering shall be contacted if there is a change in any of the contact information for the Contractor's Project Manager.
4. The Developer shall contact the Director of Engineering forty-eight (48) hours prior to the commencement of any construction. Saturdays and Sundays and [holidays observed by Collin County](#) shall not be considered as part of notification.
5. The Director of Engineering shall inspect the construction of all infrastructure in the development during construction for compliance with the County's regulations and specifications. The Developer shall provide free access to the development to the Director of Engineering. Inspection by Collin County, or a failure to inspect construction as required herein, shall not in any way impair or diminish the obligation of the Developer to install improvements in the development in accordance with plans and specifications therefore as approved by Collin County and in accordance with the County's Regulations.
6. The Contractor is responsible for damages to existing county roads. Collin County and the Contractor shall document the existing county roadway prior to and following construction.
7. Existing paving, utilities, fences, etc., damaged by the construction of the proposed improvements shall be replaced to a condition equal to or better than its original condition. The Developer shall make these repairs at his own expense.

8. The Contractor shall take appropriate measures to prevent tracking of mud and/or soils onto existing and/or new pavement. Any tracking that occurs shall be removed immediately by the Contractor.
 9. Drainage structures, swales, ditches, and detention facilities shall be clean and fully functional.
- B. Construction Sequencing
1. All erosion control Best Management Practices (BMPs) shown in the Erosion Control Plan shall be in place prior to commencement of any work.
 2. The Contractor is responsible for complying with the requirements of the Texas Commission on Environmental Quality General Permit for Stormwater Discharges Associated with Construction Activities (TXR150000) (Construction General Permit).
 3. Individual lots in a subdivision are considered part of a larger common plan of development, regardless of when construction activity takes place on that lot in relation to the other lots, and are required to have BMPs and comply with the Construction General Permit.
 4. The Director of Engineering must be notified so that the initial installation of BMPs can be inspected prior to any earth disturbing activities.
 5. Temporary stabilization measures must be installed within 14 calendar days of a temporary or permanent cessation of construction activity.
 6. Detention ponds and vegetated drainage swales shall be sodded. Roadside ditches and slopes steeper than 4H:1V shall be seeded and protected with erosion control mats. All other areas within the subdivision shall be seeded with evidence of germination in order to be accepted.
 7. Construction sequencing shall adhere to the following:
 - a. Install required site notices.
 - b. Install and inspect perimeter BMPs, including construction entrances. The Director of Engineering shall perform an inspection of perimeter BMPs prior to continuation of work.
 - c. Begin clearing and grubbing.
 - d. Construct required detentions ponds and ensure they are fully functional as detention ponds or as temporary sediment basins.
 - e. Construct ditches and other drainage features and associated BMPs to protect downstream properties before the remainder of construction is started.
 - f. Install utilities and storm sewer systems, as applicable.
 - g. Construct roadways and ditches, as applicable.

- h. Place fog seal for 2-course surface treatment roadways.
- i. Seal joints for concrete roadways.
- j. Install all signage.
- k. Submit required elevation verifications.
- l. Final BMPs and vegetation installation.

C. Temporary Traffic Control

1. Temporary traffic control is required for work on all county roads.
2. Roadway closure requests must be submitted to the Collin County Public Works Department at least 48 hours prior to the desired closure time, exclusive of weekends and Collin County holidays.
3. Roadway closure requests must be submitted on the [Collin County Road Closure Form](#).
4. All barricades, warning signs, lights, devices, etc., for the guidance and protection of traffic and pedestrians must conform to the installation shown in the current edition of TxDOT's Texas Manual of Uniform Traffic Control Devices. Deviation from this standard must be approved by the Director of Engineering.
5. The Contractor shall be responsible for traffic control, warning and safety devices until all work has been accepted by Collin County.
6. When the normal function of the roadway is suspended through closure of any portion of the right of way, temporary construction work zone traffic control devices shall be installed to effectively guide the motoring public through the area. Consideration for roadway user safety, worker safety, and the efficiency of roadway user flow is an integral element of every traffic control zone.
7. Traffic control plans shall be site specific and included either with all civil construction plans or as a submittal by the Contractor as determined by the County. All traffic control plans shall be prepared and submitted in accordance with the standards identified in Part VI of the current edition of the Texas Manual on Uniform Traffic Control Devices.
8. All traffic control plans must be prepared by an Engineer or an individual that is certified in their preparation. Certification may be achieved through approved organizations such as International Municipal Signal Association (IMSA), American Traffic Safety Services Association (ATSSA) or another recognized organization.

1.09 WARRANTY PERIOD, MAINTENANCE and ACCEPTANCE

A. Warranty Period

1. The two (2) year warranty period begins upon the following:
 - a. all improvements (mass grading, utilities, drainage, roadways, signage, temporary stabilization and cluster mailboxes as required by the USPS) have been constructed, tested, and a final inspection has been performed by the Director of Engineering; and
 - b. applicable bonds have been filed with the County.
2. Collin County Commissioners Court will not accept roadways for County maintenance prior to the expiration of the Warranty Period.

B. Maintenance of Infrastructure

1. The Owner/Developer shall maintain new or improved infrastructure including roadways, signs, utilities, stormwater conveyance systems, detention facilities, and vegetation during the warranty period.
2. The County shall perform quarterly inspections of such infrastructure.
3. All pavement repairs shall be in accordance with the Collin County Roadway Standards.
4. At the discretion of the Director of Engineering, asphaltic roadways requiring extensive repairs shall receive a final, uniform one-course surface treatment for the full width and length of the roadway to seal joints created during pavement repair and restore the uniform appearance of the roadway.

C. Acceptance of Roadways for County Maintenance

1. At the end of the warranty period, the Developer shall request final inspection by the Director of Engineering for any roadways the Developer wishes the County to accept for maintenance.
2. Deficiencies in the roadways and/or drainage system identified by the Director of Engineering shall be remedied before County acceptance of roadways.
3. After final inspection and correction of deficiencies to the satisfaction of the Director of Engineering, the Director of Engineering shall schedule the acceptance of roadways for County maintenance for consideration and final action by the Commissioners Court.
4. The Commissioners Court shall consider and take action based upon the criteria outlined in these Regulations and the Collin County Roadway Standards, the recommendations of the Director of Engineering and other officials and agencies. The Developer will be given the opportunity to appear before the Commissioners Court and be heard at the meetings at which the roadways are considered. The Developer will be notified of the meeting dates and times by

letter and/or email to the contact addresses in the application.

1.10 BONDS

A. Performance Bond

1. A Performance Bond is required if the Owner wishes to file the plat before roadways are completed in order to sell lots.
2. No building permits will be issued prior to completion and acceptance of roadway construction.
3. The Developer shall complete all construction of improvements (mass grading, utilities, drainage, roadways, signage, temporary stabilization and cluster mailboxes as required by the USPS) within eighteen (18) months after approval of any final plat for a subdivision.
4. The Developer shall file a Performance Bond, executed by a Surety Company authorized to do business in the State of Texas, and make payable to the County Judge of Collin County, Texas or his successors in office.
5. The bond amount shall be equal to one hundred percent (100%) of the estimated cost of construction of roadways, signs, underground utilities, required drainage structures and all other associated construction improvements.
6. The Developer shall submit the Performance Bond with the final plat prior to Commissioners Court approval of the final plat.
7. The Performance Bond shall remain in full force and in effect until all the roadways, signs, underground utilities, required drainage structures and all other associated construction improvements in the subdivision have been completed to the satisfaction of the Director of Engineering.
8. The County shall inspect roadways, signs, utilities, drainage structures and all other construction for which performance security is held. In the event any or all of the roadways, signs, utilities, drainage structures and all other construction improvements are not completed to the satisfaction of the Director of Engineering, the Director of Engineering will advise the Developer in writing and, if after thirty (30) days, the Developer fails or refuses to complete construction of said items, the deficiencies may be corrected at the cost and expense of Developer or financial security.
9. Performance Bond shall be released in accordance with Section 1.10.C of these Regulations.

B. Maintenance Bond

1. To ensure roadways, signs, utilities, drainage structures and all other

construction are maintained to the satisfaction of Collin County, for the life of the bond, the Developer shall file a Maintenance Bond executed by a surety company authorized to do business in the State of Texas, and made payable to the County Judge of Collin County, Texas, or his successors in office. If there is a Performance Bond the Maintenance Bond shall be substituted for the Performance Bond at the time of release of said Performance Bond.

2. The Maintenance Bond amount shall be equal to one hundred percent (100%) of the cost of roadways, signs, utilities, drainage structures and all other construction. If full vegetative cover (100% cover) is not established prior to acceptance into the warranty period, the addition of the cost for 100% vegetative coverage shall be added into the Maintenance Bond.
3. The conditions of the Maintenance Bond shall stipulate that the Developer shall guarantee to maintain, to the satisfaction of Collin County, all the roadways, drainage structures and drainage ditches and channels which have been constructed to Collin County specifications, for a period of two (2) years.
4. The County shall perform quarterly inspections of roadways, signs, utilities, drainage structures and all other construction for which maintenance security is held. In the event any or all of the roadways, signs, utilities, drainage structures and all other construction improvements are not being maintained in a good state of repair, the Director of Engineering will advise the Developer in writing and, if after sixty (60) days, the Developer fails or refuses to repair said items, the deficiencies may be corrected at the cost and expense of Developer or financial security.
5. Maintenance Bond shall be released in accordance with Section 1.10.C of these Regulations.

C. Release of Bonds

1. The release of any bond shall be by the Director of Engineering as delegated by Commissioners Court, Court Order #_____. To request a release, the Developer shall present a written request to release said bond. The request shall contain a statement by the Developer's Engineer responsible for the design of improvements stating that they have inspected such improvements and recommend their acceptance by the County. Release of bond is contingent upon final inspections by the Director of Engineering and Director of Public Works and the repair of all noted deficiencies within thirty (30) days of inspection.

D. Irrevocable Letter of Credit (In Lieu Of Bond)

1. An Irrevocable Letter of Credit from a Collin County federally insured financial institution, may be submitted in lieu of bonds, or the purpose of insuring a Developer's promise to construct and maintain the roadways and drainage facilities in a subdivision. Irrevocable Letters of Credit in lieu of Bonds are

required under the same conditions as Performance and Maintenance Bonds.

1.11 VARIANCES

A. Criteria for Variances

1. The Commissioners Court shall have the authority to grant variances from these Regulations when a special public interest and/or the requirements of justice demands relaxation of the strict requirements of these rules. Any variance granted shall not have the effect of nullifying the intent and/or purpose of these Regulations. The conditions upon which the request for a variance is based shall be unique to the property in question, and not generally applicable to other property. Variances under this section do not apply to the “Rules for On-Site Sewage Facilities.”
2. Factors to be considered by the Commissioners Court in evaluating a request for variance shall include:
 - a. Whether strict enforcement of the Regulations would deny the Applicant the privileges or safety of similarly situated property with similarly timed development;
 - b. The actual situation of the property in question in relation to neighboring or similar properties, such that no special privilege not enjoyed by other similar situated properties may be granted;
 - c. That the granting of the variance will not be detrimental to the public health, safety and welfare, or injurious to other property, or will not prevent the orderly subdivision of the land in the area in accordance with these Regulations; and,
 - d. Whether there are special circumstances or conditions affecting the land involved in the proposed development such that strict application of these Regulations would deprive the Applicant of the responsible use of their land, that failure to approve the variance would result in undue hardship to the Applicant, and such is through no fault of the Applicant.

B. Application Materials and Fees

1. Any person who wishes to apply for a variance should apply in writing to the Director of Engineering with a list of, and detailed justification for, any variance(s) requested. Requests for variances must include a completed application (see form in Appendix A) and appropriate fee (see Appendix B).

C. Grant or Denial of Variance

1. The decision of the Commissioners Court to grant or deny a variance will be final.

1.12 ENFORCEMENT; PENALTIES; APPEALS; CONFLICT OF INTEREST; SEVERABILITY

A. Category of Offense

1. A person commits an offense if the person knowingly or intentionally violates a requirement of these Regulations, including the roadway and drainage design and construction specifications incorporated into these Regulations, the rules of Collin County for on-site sewage facilities, and any appendices attached to these Regulations. An offense under this provision is a Class B misdemeanor ([Section 232.005, Local Government Code](#)).

B. Enforcement Actions

1. At the request of the Commissioners Court, the County Attorney, District Attorney or other attorney designated by the County may file an action in court of competent jurisdiction to:
 - a. Enjoin the violation or threatened violation of a requirement established by or adopted by the Commissioners Court under these Regulations; or
 - b. Recover damages in an amount adequate for the County to undertake any construction or other activity necessary to bring about compliance with a requirement established by or adopted by the Commissioners Court under these Regulations.

C. Enforcement of Plat Notes

The enforcement of plat notes or restrictions is generally the responsibility of the Developer and other persons holding property interest, whether in fee simple or by easement, in the subdivision.

D. Conflict of Interest

No member of the Commissioners Court shall participate in the decisions regarding a subdivision plat for property in which the person holds a “substantial interest” as that term is defined in [Section 232.0048\(b\) and \(c\), Local Government Code](#). If a member of the Commissioners Court has a substantial interest in a subdivided tract, the Commissioner shall file, before a vote or decision regarding the approval of a plat for a tract, an affidavit stating the nature and extent of the interest and shall abstain from further participation in the matter. Such affidavit must be filed with the County Clerk in accordance with [Section 232.0048\(d\), Local Government Code](#).

E. Severability

In the event any article, appendix, section, paragraph, sentence, clause or phrase of these Regulations shall be declared unconstitutional or invalid by the valid judgment or decree of any court of competent jurisdiction for any reason, such declaration shall not affect any remaining part of these Regulations. It is the express intent of the Collin County Commissioners Court that the articles, appendices, sections, paragraphs, sentences, clauses or phrases of these Regulations be severable.

F. Amendment to Regulations

The Commissioners Court may amend these Regulations from time to time and may adopt new orders by vote of simple majority after a public hearing thereon is noticed and is held.

G. Appeal

In any instance under these Regulations where a decision is made by the Director of Engineering in the plat approval or roadway acceptance process, that decision may be appealed to the Commissioners Court when the Applicant believes the decision to be improper, outside of the scope of these Regulations, or contrary to these Regulations or existing law. The appeal shall be requested in writing to the County Judge no later than five (5) business days after the decision of which the Applicant complains. The Commissioners Court will take up the matter within twenty (20) business days.

H. Appeal to Court of Competent Jurisdiction

An Applicant may appeal a decision on an application to a court of competent jurisdiction if the Applicant believes the decision of the Commissioners Court to be improper, based on matters outside the scope of these Regulations, or contrary to these Regulations or existing law.

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PLAT NOTES:

1. Mail boxes shall meet USPS specifications.
2. All roadway signs shall meet Collin County specifications.
3. Collin County will only maintain street signs and poles with materials currently approved and in use by Collin County Public Works.
4. Illumination that has not been approved will not be maintained, repaired, or replaced by Collin County. Collin County will not be responsible for any fees associated with illumination.
5. Blocking the flow of water, constructing improvements in drainage easements, and filling or obstruction of the floodway is prohibited.
6. The existing creeks or drainage channels traversing along or across the subdivision will remain as open channels and will be maintained by individual owners of the lot or lots that are traversed by or adjacent to the drainage course along or across said lots.
7. Collin County will not be responsible for the maintenance and operation of said drainage ways or for the control of erosion in said drainage ways.
8. Collin County will not be responsible for any damage, personal injury or loss of life or property occasioned by flooding or flooding conditions.
9. All surface drainage easements shall be kept clear of buildings, foundations, structures, plantings, and other obstructions to the operation, access and maintenance of the drainage facility.
10. Fences and utility appurtenances may be placed within the 100-yr drainage easement provided they are placed outside the design-yr floodplains, as shown on the plat.
11. Collin County permits are required for building construction, on-site sewage facilities, and driveway culverts.
12. All private driveway tie-ins to a County maintained roadway, or roadway with expectations of being accepted into the County roadway network, must be even with the existing driving surface.
13. The finish floor elevations of all house pads shall be at least 18" above the highest elevation of the surrounding ground around the house after final grading.

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PAVING AND GENERAL NOTES:

1. Contractor shall take appropriate measures to prevent tracking of mud and /or soils onto existing and /or new pavement. Any tracking that occurs shall be removed immediately by the Contractor.
2. A construction entrance shall be located at an approved location on the plans and in a location which will not interfere with all phases of roadway construction. The construction entrance shall remain in place until which time the roadway is open for construction traffic.
3. Mud or debris from the construction entrance shall be removed from the roadway daily.
4. A concrete wash out area shall be in an approved location and clearly noted on the plans. The wash out area shall be maintained until all required concrete construction is complete.
5. Contractor is responsible for damages to existing County roads. Collin County and the Contractor shall document the existing County roadway prior to and following construction.
6. Contractor shall maintain the integrity of existing County roadside ditches. The drainage plan shall include any existing County roadside ditch which borders the subdivision.
7. Existing paving, utilities, fences, etc., damaged by the construction of the proposed improvements shall be replaced to a condition equal to or better than its original condition. The Contractor shall make these repairs at his own expense.
8. Developer's SW3P or erosion control plan must include County ditches affected by subdivision.
9. All construction shall conform to the North Central Texas Council of Governments Public Works Construction Standards, most recently adopted version, unless otherwise noted. In the event an item is not covered, the contractor shall bring the problem to the attention of the Engineer for approval or modification.
10. Earthwork and stockpiles shall not interfere with or obstruct pre-construction drainage patterns until such time as on-site drainage improvements are constructed.
11. Contractor shall be responsible for traffic control, warning and safety devices until all work has been accepted by Collin County.
12. All barricades, warning signs, lights, devices, etc., for the guidance and protection of traffic and pedestrians must conform to the installation shown in the most current copy of Texas Manual of Uniform Traffic Control Devices as currently amended, Texas Department of Transportation, and the approved traffic control plan for the work being performed.
13. The subgrade shall be lime stabilized with hydrated lime in the amount determined by a lime series to a finished depth of six (6) inches minimum for the stipulated width, plus two (2) feet each side of the next pavement layer. PI shall not exceed 15. The soil shall be tested for sulfates. Weight tickets for the lime shall be provided to the Director of Engineering for Lime Percentage Verification.

14. Flexible base shall meet the requirements of NCTCOG Item 301.5 - Flexible Base (Crushed Stone), Grade 1. Crushed stone shall be produced and graded from oversize quarried aggregate that originates from a single, naturally occurring source. Crushed concrete is not allowed when the final surface is two-course surface treatment. The flexible base supplier shall be approved by the Director of Engineering.
15. Compaction reports are only valid for 72 hours. Compaction reports received on a Friday are valid until noon on the following Monday unless otherwise approved by the Director of Engineering. Testing performed before inclement weather may be required to be repeated at the County's discretion.
16. Utilities placed under any existing roadway and/or paved driveway shall require a permit and shall be installed by boring or tunneling unless otherwise approved. Open cutting or trenching of a Collin County roadway surface will require a fee in addition to the repair cost per Local Government Code 240.907. Only pipe diameters of 30" or greater will be allowed to open cut a county roadway. Permits are required for any work within County right of way. Roadway patching and repair shall be in accordance with the Collin County Roadway Standards.
17. The surface course shall be as shown in the construction plans.
18. Two-course surface treatment asphalt, rock type and application rates shall be submitted and approved.
19. Hot-mix asphalt concrete mix design shall be submitted and approved.
20. Concrete mix design shall be submitted and approved.
21. Concrete reinforcing steel shall be #3 re-bar placed on 18" centers each way or as shown in the pavement sections.
22. Prime coat is required on flexible base prior to placement of asphaltic surface materials.
23. Aggregate for two course surface treatment shall meet the following criteria:
 - a. 1st course shall be grade 3, no coating required.
 - b. 2nd course shall be grade 4, no coating required. If non-coated aggregates are used, a fog seal is required.
 - c. Aggregate and pre-coating shall be in accordance with the current TxDOT Standard Specifications for Construction of Highway, Streets and Bridges.

PHASES OF CONSTRUCTION INSPECTION:

1. SW3P- Perimeter BMP's shall be installed prior to removal of vegetation.
2. Detention Pond - Detention ponds shall be installed and fully functioning as detention ponds or temporary sedimentation basins prior to any other drainage infrastructure

construction or development that diverts runoff off site. When not used as sedimentation basin, detention pond shall be sodded.

3. Roadway & Drainage- Roadway and ditch flow line shall be to grade w/ all culverts and utility crossings in place prior to lime application. All areas of fill shall be tested according to and must meet Collin County Roadway Standards.
4. Fill Areas- All areas to be filled for roadway construction and any ponds to be filled shall be compacted in loose lifts less than 8" to a minimum 98% standard proctor density, minus 2 to plus 4 percent of optimum moisture.
5. Subgrade- Subgrade shall be lime stabilized and tested according to Collin County Roadway Standards and these Regulations. Test results are valid for 72 hours. Surface shall not be disturbed after testing. Unnecessary heavy vehicle traffic shall be avoided. Submit statement in writing from the Developer's Engineer that finished subgrade and ditch flow line meet plan specifications.
6. Base- Base shall be placed and tested according to Collin County Roadway Standards and these Regulations. Test results are valid for 72 hours. Submit statement in writing from the Developer's Engineer that finished base and ditch flowlines meet plan specifications.
7. Surface
 - a. Two-course surface treatment - Flexible base shall receive prime coat within 24 hours of base approval. First course of surface treatment shall be applied within 48 hours of prime coat application. Integrity of base shall be maintained during paving process. Type of asphalt material and the application rates for each course shall be submitted to Director of Engineering for approval. The total gallons of asphalt applied to each roadway shall be submitted to the Director of Engineering for application verification.
 - b. 2" HMAC - Flexible base shall receive prime coat within 24 hours of base approval. HMAC paving shall begin within 48 hours of prime coat application. Integrity of base shall be maintained during paving process.
 - c. Concrete- Steel must be installed according to Collin County Roadway Standards and these Regulations and shall be inspected by the Director of Engineering prior to paving. Submit grade verifications after paving and final ditch work. Paving shall be complete within 72 hours of approved test.
 - d. Areas with questionable drainage may be required to have additional ditch verification before final roadway acceptance.

Notify the Director of Engineering at each phase of construction. Roadway and ditch flow line elevations shall be verified by the Developer's Engineer at completion of subgrade, base, and final pavement 6-inches from both edges of pavement and at center line of roadway and ditch/culvert flow line every one hundred (100') foot station intervals to verify elevations. (Final pavement verification is not required after two-course surface treatment). These shall be

submitted to the Director of Engineering for verification prior to beginning construction on the next roadway construction phase. Verifications shall be submitted to the Director of Engineering as a written statement from the Developer's Engineer.

TESTING AND INSPECTION:

The County will perform periodic inspections and Owner Verification Testing in accordance with the Collin County Roadway Standards. Developer is responsible for coordinating and paying for all inspection and Owner Verification Testing. In the event an inspection or test fails 2 consecutive times, a re-inspection/re-test fee of \$200 will be charged and payment shall be received prior to a follow-up inspection or test.

1. Director of Engineering shall be notified 48 hours prior to start of construction.
2. Director of Engineering shall be notified prior to starting each phase of construction.
3. Testing and submittal requirements shall follow those outlined in the Collin County Roadway Standards.

EROSION CONTROL NOTES:

1. TCEQ site notice shall be on site and remain on site in a visible location until the requirements of the TCEQ Construction General Permit are established.
2. The contractor shall be responsible for Temporary Erosion, Sediment, and Water Pollution Control, per North Central Texas Council of Governments Public Works Construction Standards, most recently adopted version.
3. All erosion control measures shall conform to the Stormwater Pollution Prevention Plan and the Notice of Intent.
4. Contractor shall establish vegetation on all disturbed areas immediately after final grading.
5. Contractor shall maintain positive drainage throughout all phases of construction.
6. Inspections shall be performed according to the TCEQ Construction General Permit. Copies of the inspections shall be made available to Collin County within 24 hours upon request.
7. BMP's shall be maintained and replaced or removed as recommended by the required inspections.
8. All designed drainage easements outside of the roadway right of way shall be sodded or hydro-mulched as soon as constructed. A watering plan shall be submitted for approval. All designed drainage easements shall be fully vegetated prior to final acceptance into the 2-year warranty period and filing of the plat.
9. All roadside ditches shall have erosion matting installed and seeded, sodded or hydro-mulched as soon as the roadway and ditch elevation verifications have been submitted and approved.

GRADING PLAN NOTES:

1. Ditches shall be verified to ensure positive drainage prior to surface application and a copy submitted to the Director of Engineering.
2. The finish floor elevations of all house pads shall be at least 18" above the highest elevation of the surrounding ground around the house after final grading.
3. Fill Areas- All areas to be filled for roadway construction and any ponds to be filled shall be compacted in loose lifts less than 8" to a minimum 98% standard proctor density at moisture contents of minus 2 to plus 4 percent of optimum moisture.
4. Existing Pond Preparation-
 - a. Prior to any construction in the pond area, the pond should be dewatered, preferably by means of pumping and diverting the water downstream of the pond area. Care should be taken so as not to create flooding or overtopping of any downstream structures or culverts.
 - b. Following dewatering, the bottom and sides should be excavated by the removal of the muck (soft soils) zone to the underlying stronger clays.
 - c. The excavated clay areas should then be compacted and proof rolled with a loaded dump truck, scraper, filled water truck, or similar pneumatic tire equipment to densify loose surficial soils and detect any further soft or loose zones or areas of weakness. The proof rolling should be performed in accordance with NCTCOG Item 203 - Site Preparation and Item 301.1 - Subgrade Preparation and observed by the Director of Engineering. Any soils failing proof roll testing should be undercut to firm soils.
 - d. Following the proof rolling operations, the surface soils should then be scarified to a depth of approximately four (4) inches prior to placement of the first lift of compacted fill.
 - e. Fill material shall meet the requirements of the Collin County Roadway Standards and be compacted to 98% Standard Proctor Density at moisture contents of minus 2 to plus 4 percent of optimum moisture.

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