

Subdivision Development Review Guide (SUB-DV)



Subdivision Development Plan review typical Requirements (Requirement set vary by project and can be viewed on My Government Online Portal):

1. Schedule and attend a DRC meeting
 - Before Developing you must attend a Development Review Meeting (DRC). This meeting is crucial in our review process. This is where you have the chance to introduce your project to our Environmental Health/Permitting Department, Fire Marshall Department, The Engineering Department, and our Commissioner all at once. In this meeting you will be able to ask any questions you may have regarding your project and our permitting process. We understand that your time is valuable and that's why we ask that you REVIEW OUR MANUALS for each corresponding department online (<https://www.co.chambers.tx.us/page/permitting>) beforehand.
2. Submit a Subdivision Development Application through MyGovernmentOnline.
3. Once the application has been submitted and a DRC has taken place then the application will be accepted by a Chamber's County employee. MyGovernmentOnline will then generate a unique number for this project ending in CD-REV. ***Application numbers and projects numbers are not the same. In some cases, application will be returned to the applicant if additional information is needed***
 - Through this number all departments (Environmental Health and Permitting, Fire Marshal Department, and the Engineering Department) can begin viewing any plans that are uploaded, add in or remove any requirements for this project pertaining to their department, send invoice fees, release approval letters, and track the progress of the project.

MyGovernmentOnline Requirements explained:

4. Drainage Deposit Fee
 - Before a drainage review can begin on a project, a deposit fee has to be paid. After the application is accepted Engineering will release a \$1,000 drainage deposit fee to the account. ***Once the Drainage Deposit has been used up Engineering will bill the developer monthly***
 - After that payment is received the County will then forward the drainage plans to our consultant for review. Our Consultants have a 2-week turnaround for all project reviews. Once the project has been reviewed comments will be provided to the County to forward to the Developer. Throughout the process the County will be the main point of contact for Drainage updates. Developers are not allowed to contact the Drainage Consultants.
 - Typically, these are the sheets that are included in our Drainage Review Submittals. Most of the time while drainage is being review the Fire Marshal Department performs their review as well.
 - Cover Sheet

Subdivision Development Review Guide (SUB-DV)



- General Notes for Utilities, Paving, & Drainage Facilities
 - Topography
 - Overall Site Plan
 - Utility Plan
 - Storm Sewer Plan and Profile
 - Drainage Area Map
 - Storm Sewer Calculations
 - Grading plan
 - Erosion Control Plan
 - Specs, etc.
5. 911 Verification
- At this stage the address is verified/assigned if applicable.
6. Reviews:
- Fire Marshal Review
- The Fire Marshal office will conduct their review while drainage and other elements are being reviewed for compliance with county-adopted fire code, IFC 2018, and related standards.
- Flood Plain Review
- If any project is located in a Floodplain they will need to undergo a review to ensure that all Flood plain requirements are being met.
 - If a project is located in a Floodplain then an elevation certificate is required.
- Traffic Impact Analysis Review
- If applicable, projects will be required to submit a Traffic Impact Analysis for review.
 - If improvements are needed to mitigate any safety or traffic prior to developing, the Developer will be responsible for implementing those measures.
- Green Belt Review
- If applicable, projects will be asked to submit a green belt plan when abutting residential or property that could potentially become residential to show how noise, sight, and light pollution is being mitigated.
- Preliminary Plat Review
- If applicable, projects preliminary plat will be reviewed. Once drainage is approved a Final plat will can be submitted for review.
7. Invoices:
- Drainage Fees
- The County will issue invoices monthly once the drainage deposit has been used up.
 - Once a project is ready for drainage approval, all invoiced review fees will need to be paid prior to issuing an approval letter.
- Fire Fees
- Adding fees per Commercial and Residential Development fee schedule as adopted by Commissioners Court.
8. Verify all Fees are paid
9. Verify all applicable Approval letters have been issued to developer

Subdivision Development Review Guide (SUB-DV)



- CD-REV projects function as a Development Plan Review and no permits will be issued under this project number. Only approval letters will be issued under this work type project. Once all approval letters have been obtained by the developer. The Applicant will be able to submit a building permit application through MyGovernmentOnline.
- Each individual structure must have its own application submitted. Building permits will end in COM-NEW

10. Engineer Drainage Certification Letter

- Before any Permanent power can be released, an Engineering Certification letter must be submitted to the County.
- This certification letter certifies the County the drainage infrastructure was installed in accordance with the approved plans and specifications and must be signed and sealed by the engineer of record
- Any deviations from the approved construction drawings to actual construction shall be noted for evaluation by the County Engineer with the Engineer of record stamp and seal stating that the site was constructed in accordance to the latest approved Drainage Plans.

11. Final Plat Review

- If applicable, final plat will be reviewed and submitted to court for recordation once all plat fees are paid.

12. Close Project