

Where to begin?

The first stop will be to contact a surveying company and let them know that you need to plat your entire property (not just what is being divided off – if any piece is under 10.01 the ENTIRE parcel has to be platted). After a surveyor has been contacted reach out to a civil engineer for a drainage study.

Once the plat, drainage study and all documents have been received you may proceed with the platting process by paying the review fee with cash or check at our office 2901 S. FM 51, Suite 100, Decatur, Texas. We accept credit card/debit card payment by phone 940-627-9332 and a 3% convenience fee is charged by the online payment provider.

If payment will be handled in person let the ladies up front know that you are needing to make a payment for the review process to begin for platting.

*** Be sure you know the development name and lots***

- Preliminary (over 3 lots – a final plat fee will be required as well) plat fee: \$800 + \$100 per lot
- Final (3 lots and under) plat fee: \$750
- Replat (property has already been platted once) fee: \$200

*****The above fees are for properties with no construction. Other fees may be associated with your development. Please see the fee sheet in the Wise County Development Rules and Regulations*****

In order to begin the review process, the plat will need to be paid for and the below documents in .pdf sent to kiley.vian@co.wise.tx.us

- Application
- Plat
- Drainage study performed by a P.E.
- 911 address – this step will make sure that the address is in the 911 database and if there is a medical emergency they can get to the location quickly.
- Will serve letter from the electric provider stating they will provide service to that location (development name with lots and location required)
- Will serve letter from the water company stating they will provide water service to that location (development name with lots and location required) ***DOES NOT PERTAIN TO PROPERTIES USING PRIVATE WATER WELLS***
- Groundwater Certification (TAC Chapter 230 form for groundwater sources) – results of research that ensures adequate water supply *NEEDED IF OVER 10 LOTS*
- Sewage Disposal Plan – Perc test on 1/3 of lots if On-Site Sewage Facilities are to be used
- Tax certificates with a current “0” balance – These will be needed once the plat is ready to go to court but PLEASE do not get them at this time. I just want you to be aware that you will need them in the future