



SUBDIVISION INFORMATION PACKET

Maverick County is committed to enhancing quality of life by establishing standards which provide for high quality subdivision development. This packet was generated to provide you with our subdivision requirements and the costs associated with this process. This information is not intended to imply or guarantee the total costs of compliance with the subdivision requirements. **We encourage the developer and/or the principal contact for the project to arrange a pre-submittal meeting with the Planning Department before presenting the required documentation and exhibits to our office.**

The sections included in this package are listed below:

- ❖ Introduction
- ❖ Platting Process
- ❖ Plat Review Checklist
- ❖ Development Fees

Additional information is available by calling the Planning Department at (830)-773-4377. They will be able to answer your questions concerning the development process for your property.

The County has established a Regulatory Review Process which allows the county staff, public utilities, and private utility utilities to meet and discuss the requirements applicable to the subdivision. Developers and/or their representative must be present to introduce their project and answer any questions associated with their plat submittal.

Complete applications should be submitted to the Planning Department located at 500 Quarry Street Suite 1. The Planning Department will then coordinate the regulatory review process and will distribute the appropriate documents to all of the relevant departments, entities, and utility companies.

INTRODUCTION

What is a subdivision?

A ‘subdivision’, also referred to as a ‘plat’, as a division of any lot, tract or parcel of land situated within the county, into two (2) or more parts, or the assembly of lots or portion(s) of lot(s) into a single lot, for the purpose of laying out any division of any tract of land or any addition to any city or town, or for the laying out of suburban lots or building lots, or any lots and streets, alleys or parks or other portions intended for public use or the use of purchasers or owners of lots fronting thereon or adjacent thereto. "Subdivision" includes the re-subdivision and vacation and correction platting, and when appropriate to the context, relates to the process of subdivision or to the land or area subdivided.

Why is platting important?

- First, it is important to identify where your property lines are located. The platting process protects current and future property owners by defining the boundaries of land ownership. Surveyors are required to set the property corners, which eliminates any confusion about where the property starts or ends and helps to prevent buildings from being constructed in areas not allowed by the county. A recorded plat is an identification tool of real property, particularly for purposes of taxation and resale to future buyers. For example, “Lot 1, Block 1 of the DSD subdivision” is a valid legal description, whereas “the West 45 irregular feet of Lot 1 and Lot 2, Block 8” which is not a valid legal description.
- Second, after the property lines have been defined, the building setback areas can be determined; these building setbacks allow for future road widening, allow for the needed separations between buildings for fire protection, and prevent structures from being constructed too close to street corners where they might block the view of oncoming traffic. Platting protects future purchasers from inadequate emergency vehicle access, unsafe soil conditions, and ensures sanitary living conditions. Additional benefits of establishing legal lots through the subdivision process are the protection against substandard roads, drainage, and inadequate utilities for future buyers.
- Third, a plat drawing depicts the locations of any existing utilities, such as underground water and sewer lines, and communication lines. Identifying the locations of these utility easements allows property owners to plan building locations accordingly, and avoid building upon existing utility easements.
- Fourth, as part of the platting process, a utility plan layout will be required to determine the best location for water and sewer lines. This plan will show how extensions will be made to connect to these lines, and the plat will ultimately create new easements for the needed utilities.
- Fifth, as part of the plat process, a storm water drainage plan is required and thoroughly reviewed. When vacant land is developed, soil and vegetation that historically absorbed water is replaced with impervious surface, such as paving and rooftops, which increases water runoff. To prevent flooding or water discharge onto your neighbor’s land, a storm

drainage plan is required to determine how the increased runoff will be managed. The plat would then designate any easements which are needed to channel this increased water flow.

- Sixth, when a subdivision is proposed, the volume of traffic needs to be considered, including the review of ingress and egress points. The proper placement of roads will result in safe and efficient vehicular flow, allow for adequate access by emergency services, and provide the needed connectivity to neighboring areas.
- Finally, upon plat approval, the County will accept the dedication of all streets and infrastructure. This allows for the conversion of a street from private ownership to public ownership, thereby allowing the County to maintain the roadway as deemed necessary to insure a safe and efficient transportation system.

What are the different types of plat submittals?

- **Preliminary Plat.** A preliminary plat is a survey or a map showing the significant features of a proposed subdivision submitted to the Commissioners Court for their approval or denial. A preliminary plat precisely describes the location and exterior boundaries of the parcel proposed to be divided, and depicts the conceptual location of proposed lots and other improvements.
- **Final Plat.** A final plat is a survey or a map prepared in accordance with the requirements of *Texas Local Government Code Chapter 212* and for the purpose of creating a subdivision. When a final plat has received all approvals and signatures, it is recorded with the Maverick County Clerk. After recording, and only after recording, the lots in the subdivision may be sold.
- **Re-plat.** A re-plat is the creation of new lots in an existing subdivision. The following requirements must be met in order for the re-plat to be filed and recorded: (1) the owners of the property being re-platted have signed and acknowledged the plat, (2) the plat is approved after a public hearing, which includes a notice to all property owners within a 200-foot radius of the property 15 days prior to the public hearing and the publication of a notice in an official newspaper, and (3) the re-plat does not amend or remove any existing covenants or restrictions.
- **Plat Amendment.** A final plat that has been approved may be amended to correct an error, add a distance that was omitted, to indicate monuments, to relocate a lot line, or to address other issues. The applicant requesting the amendment shall submit the amending plat, a copy of the final plat being amended, and a summary detailing the amendments being proposed. Once the Planning Department has completed the review, the plat can be presented to the Commissioners Court for their consideration.

- **Short Form Plat/Re-plat.** This shorter platting process is available when the proposed tract to be platted is no greater than 1-acre, or 43,560-square-feet, in size and will not be subdivided into more than four (4) residential lots. This plat may be presented and approved by the Commissioners Court.

Subdivisions are inspected by the Planning Department, the Fire Marshal, Road & Bridge Department, and the Eagle Pass Water Works System to ensure that all infrastructure work is completed prior to filing the plat with the County Clerk's office.

Sale of lots upon the recording of the subdivision

A developer is not permitted to sell or make improvements to land until Maverick County has approved a plat of the proposed subdivision design, approved the plans for the proposed infrastructure, and the plat has been recorded. **In a situation where a plat is required, the County will not issue a building permit or serve or connect any public utilities until the applicant or owner has met all the requirements.**

General principles of land subdivision

When subdividing a property, the process begins with the submittal of a **preliminary plat**. The preliminary plat is routed through the review process and is presented to the Commissioners Court for their consideration. After approval of the preliminary plat, the developer can submit the final plat which is also routed through the review process and is presented to the Commissioners Court for their consideration. Prior to final plat approval, a developer can exercise one of two options: (1) Construct all the required subdivision improvements prior to recordation, or (2) Submit a financial guarantee that ensures the County that all improvements will be constructed.

Below is a list of some questions a developer and/or their agent will need to answer during the platting process:

- ✓ Has my Surveyor/Engineer completed my preliminary plat?
- ✓ Has my Engineer reviewed the public water, sanitary sewer, street, drainage, and traffic control requirements and shown them on the construction plans?
- ✓ Has my Engineer submitted a driveway access permit to the Texas Department of Transportation (TxDOT) if property is abutting a TxDOT right-of-way?
- ✓ Has my Engineer completed a drainage analysis? Is my property in a designated 100-year flood plain?
- ✓ Have I paid my preliminary platting fees and all taxes (up-to-date) owed on the property?
- ✓ Have I paid all the final plat fees? Have I paid parkland dedication fees, if applicable?

- ✓ When will the preliminary and final plat case be heard by the Commissioners Court?
- ✓ Do I attend the public hearing or do I send a representative?
- ✓ Has my Engineer turned in a full set of construction plans for the subdivision infrastructure?
- ✓ Did my Engineer attend the Planning Department Regulatory Review Meeting?
- ✓ Has my Engineer responded quickly to all County and other agency's plat review comments?
- ✓ Has my Engineer and Surveyor completed all revisions and returned the plat and plans to the Planning Department?
- ✓ When will my development case be heard by Commissioners Court?
- ✓ Has a Pre-construction meeting been scheduled?
- ✓ Has my Engineer supplied the City with all "as-built" plans that are required?

Regulatory Review Team

Tom Schmerber, Sheriff	sheriff@maverickcountysheriff.com	830-773-2321
April Rodriguez, Planning Director	april.rodriguez@co.maverick.tx.us	830-773-4377

Eagle Pass Water Works System (EPWWS)

Jorge Barrera, General Manager	jbarrera@epwaterworks.org	830-773-2351
Jorge Flores, Assistant General Manager	jflores@epwaterworks.org	830-773-2351
Hector Montoya, Sewer Superintendent	hmeppwaterworks@gmail.com	830-773-2917
Miguel Sanchez, Water Superintendent	rrwaterworks@sbcglobal.net	830-773-0789

Charles Fite, TxDOT	charles.fite@txdot.gov	830-773-2617
Lee Canty, TxDOT	Lee.Canty@txdot.gov	830-773-2617

Raul Fuentes, Appraisal District	raul@maverickcad.org	830-773-0255
----------------------------------	--	--------------

Eddie Guerra, 911 Specialist	eddie.guerra@mrgcd.org	830-757-6150
------------------------------	--	--------------

Adrian D. Uresti, AEP	aduresti@aep.com	956-721-3013
Alvaro Morales, AEP	amorales@aep.com	830-773-2377

Kenneth Buscher, Rio Grande Electric Co	kbuscher@rgec.coop	830-876-2513
---	--	--------------

Carlos Libson, Texas State Natural Gas	carlos_libson@hotmail.com	830-773-9511
--	--	--------------

Gerardo Gomez, Time Warner Cable	gerardo.gomez@twcable.com	
----------------------------------	--	--

Frank Gaytan, AT&T	fg5761@att.com	210-222-5924
Carlos Stimpson, AT&T	cs1459@att.com	210-222-5924

Eduardo Trevino, Eagle Pass ISD	etrevino@eaglepassisd.net	830-758-7078
---------------------------------	--	--------------

Ernesto Saucedo, US Postal Service	ernesto.saucedo@usps.gov	830-773-3210
------------------------------------	--	--------------

PLATTING PROCESS

General Information

Every request for a subdivision plat review shall be submitted with the attached “Subdivision Application Form” with original signatures. **All documents required by this application shall be submitted to the Planning Department in a completed format.** We will review your submittal for completeness and if it is deemed that the packet is incomplete, we will contact you. Please note that we will not proceed to the Regulatory Review phase until we receive all required information and documentation. Once all information has been submitted, we will distribute the plats and plans to the departments or agencies responsible for their review.

Applicant participation in meetings and public hearings

When an application is submitted for a subdivision that is subject to the Regulatory Review process, the applicant and/or their representative **MUST ATTEND** the Development review meeting where the application will be discussed. This will allow both the applicant and County Staff to understand all the details and requirements pertinent to the case. Please note that incomplete submittals are not accepted.

In addition, both the applicant and their representatives, if requested to do so by the county, **MUST ATTEND** all public hearings related to their case. Please come prepared to answer any questions related to your case. This should include the purpose the request is being made, the location and any intended uses of the site, and any additional information that would help the court understand your request. The court has made it clear that it is the applicant’s responsibility to be in attendance and be able to accurately discuss their platting cases.

Instructions

Plat Classification. Review times may vary according to the type of plat under consideration. Applicants should check with Planning Department to determine if a proposed plat will be submitted as a Preliminary Plat, Re-plat, Short Form Plat, Final Plat, or Amended Plat. Occasionally, the plat review process will reveal information that will result in a change of plat classification affecting the review schedule.

- Processing of the Plat Application. The Planning Department will coordinate the regulatory review of the subdivision plats with other county departments and other agencies or organizations. The subdivision plat will not be considered until the subdivision plat application, all required documents, and all platting fees have been received.
- When the development review has been completed, written comments will be provided to the principal contact identifying the items that require a response. **Written responses to each comment and corrections must be received from the applicant before the plat is scheduled for review by the Commissioner.**

- Plat Documents. The application submittal shall include the appropriate number of copies of documents in accordance with the table shown below. The plat review process may identify the need for additional documents not listed below. **All plats should be folded with the plat name showing on the face of the exterior panel.**

DOCUMENTS	Preliminary Plat	Final Plat	Re-plat	Short Form	Amended Plat
Subdivision Application	1 copy	1 copy	1 copy	1 copy	1 copy
Plat Drawings (Staff Review)	12 copies	12 copies	12 copies	12 copies	5 copies
Plat Drawings (Resubmittal)	7 copies	7 copies	7 copies	7 copies	7 copies
Commissioners Court	PDF	PDF	PDF	N/A	N/A
Plat Exhibits	N/A	1 copy of Exhibit 9,10,and 11	1 copy of Exhibit 5,6,7,9,and 10	1 copy of Exhibit 9,10,and 11	N/A
Preliminary Engineering Report	6 copies	6 copies	6 copies	6 copies	N/A
Final Engineering Report	N/A	6 copies	6 copies	6 copies	2 copies
Storm Drainage Plan	3 copies	3 copies	3 copies	3 copies	N/A
Utility Layout Plan	6 copies	6 copies	6 copies	6 copies	As required
Engineering/Construction Plans	N/A	6 copies	6 copies	6 copies	As required

Description of Documents

1. Subdivision Application. The subdivision plat application is included with this information packet; it is also available at the Planning Department. The application must contain an original signature from the applicant. **If the applicant is not the property owner, written authorization from the property owner is required with the application.**
2. Plat Drawings. The applicant shall submit the required number of copies of the subdivision plat drawings. Subdivision plat drawings shall contain, at a minimum, the items contained in the Specifications Section of the Subdivision Regulations. Please refer to the Plat Review Checklist section in this document.
3. Plat Exhibits. The applicant shall submit the required exhibits as included in the table above for each type of plat application. The exhibits are included with this information packet.

4. Engineering Report. The applicant shall submit engineering reports bearing the seal of the responsible engineer. One report will be submitted for all the above mentioned plat types. This report shall discuss the availability and methodology of providing water facilities and wastewater treatment to individual lots in the subdivision. It should also include proposed street and drainage improvements, and contain estimates of the costs of providing said improvements. In addition, it should provide information on the existing site, access needed, and the proposed use being contemplated for the proposed subdivision. The Final Engineering report shall provide written proof that all infrastructure has been completed and meets and/or exceeds the requirements under the *County's Subdivision Rules* and the Model Rules required by the Texas Water Development Board.
5. Storm Drainage. The applicant shall submit exhibits depicting the management of storm water runoff for the subdivision. A drainage study is required for all final plats and re-plats which require more drainage improvements than just grading. These documents are necessary to determine the need for drainage improvements or drainage easements. Specifications for these documents are contained in our *Specifications*.
6. Utility Layout Drawings. A utility layout drawing is required to show the size and location of existing and proposed utilities. Specifications for these documents can be obtained by contacting the Eagle Pass Water Works System at (830) 773-2351. It is always recommended that the subdivider and/or principal contact meet with the utility entities to discuss the project in detail prior to submitting the plat to the Planning Department.
7. Engineering/Construction Drawings. When public improvements are required, the applicant shall submit construction plans with the subdivision plat. The engineering/construction plans shall conform to the requirements set forth in *County's Subdivision Rules* and the requirements set forth by the Eagle Pass Water Works System.
8. Site Plan. Please note that when specific building construction plans are submitted in order to begin construction immediately upon the recording of the plat, the applicant shall submit a site plan for institutional, commercial, industrial, and multi-family projects indicating the proposed location of structures, parking areas, proposed internal traffic circulation, and access from public right-of-ways. It is important to submit the site plan with the plat submittal so we can ensure that the proposed project is consistent with the plat exhibit.
11. Water Service Agreement. When water is to be provided by the Eagle Pass Water Works System, the developer shall furnish an executed Water Service Agreement. **See Appendix 7-A**
12. Wastewater Service Agreement. When waste water treatment is to be provided by the Eagle Pass Water Works System, the developer shall furnish an executed Wastewater Service Agreement. **See Appendix 7-B**
13. Tax Certificates: All taxes, assessments, and other obligations due to the County and other taxing entities shall be satisfied before processing of the plat. The applicant shall provide an **original, paid tax certificate** stating that the County and School taxes have been paid for the last full year. Tax Certificates can be obtained by contacting the tax offices for the above mentioned entities.

14. **Parkland Dedication.** All new subdivisions that will have either single-family or multi-family lots are required to comply with the current Court Order
15. **Trip Generation Data.** Vehicle trip generation data is required to be submitted with all plat applications, and shall be based upon an average weekday land use generation rate of nine (9) trips per dwelling unit for a residential subdivision. This form will be used to determine if a more in depth Traffic Impact Analysis is required.
16. **Performance Bond.** If the applicant desires to proceed with final plat recordation prior to the completion of the required infrastructure, then the applicant must execute a construction agreement with Maverick County and submit a security deposit in the form of cash, or a letter of credit to ensure the completion of the required infrastructure. The engineering report must identify the actual costs for completing the facilities and the financial guarantee must be sufficient to complete the construction that is necessary to serve the subdivision. **See Appendix 4-B**
17. **Maintenance Bond.** At the time constructed improvements have been inspected, accepted, and approved by Commissioners Court, the developer and/or their agent shall execute the Release of Obligations for the Construction Agreement. In addition, the developer shall furnish the city a financial guarantee in the form of a cash deposit or a letter of credit in the amount of 25-percent of the total cost of infrastructure improvements. This guarantee will ensure the city against structural defects and poor workmanship for a period of eighteen (18) months. **See Appendix 4-C**
18. **Final Plat Exhibit.** This formal written request should be submitted to the Planning Department before with the final plat application.
19. **Letters of Certification.** The developer shall submit clearance letters that will certify that all plans have been approved and all required infrastructure has been completed, inspected, and approved. Letters are required from the following entities: Eagle Pass Water Works System, Texas State Natural Gas, AEP or Rio Grande Electric Cooperative, Road & Bridge, and Fire Marshal.

What is needed to record a plat?

- The plat must describe the subdivision by metes and bounds
- The subdivision must be located with respect to a corner of the survey or an original corner of the original survey of which it is a part
- Dimensions of the subdivision, and of each street, alley, square, park must be stated
- Plat must be signed by the owner or the owner's agent
- Plat must be accompanied by the Maverick County plat recordation fees
- Plat must have the Model Rules Certification
- Plat must contain the required certifications (See Exhibit 1)
- Applicant must submit original, paid tax certificates for the land being platted

PLAT REVIEW CHECKLIST

*****This checklist must be submitted with the initial plat application*****

The following information is related to the plat drawing:

- Map sheet size of 24"x36" _____
- Adjacent Property Lines, Streets, and Easements _____
- Names of owners of property within 200 feet _____
- Names of Adjoining Subdivisions _____
- Front yard setback lines _____
- Side yard setback lines _____
- Rear yard setback lines _____
- City boundaries _____
- Written metes and bounds description _____
- Exact location in County _____
- Date the drawing was prepared _____
- Location, width, and purpose of all existing easements _____
- Location and width of all existing and proposed utilities _____
- Topographical Information _____
- Location, width, and purpose of all proposed easements _____
- Consecutively numbered or lettered lots and blocks _____
- North Arrow and Prevailing Wind _____
- Seal of registered land surveyor _____
- Consecutively numbered plat notes and conditions _____
- "No more than one (1) single family detached dwelling
shall be located on each lot" _____
- Location and dimensions of public use areas (if applicable) _____
- Graphic scale of no greater than 1" = 100' _____
- All existing and proposed street names _____
- Dimensions of all existing and proposed rights-of-way _____
- Subdivision boundary in bold lines _____
- Subdivision name _____
- Title Block identifying plat type _____
- Vicinity location map _____
- List of all proposed subdivision restrictions _____
- Location and dimensions of existing structures _____
- Dimensions of existing and proposed lots _____
- Location of 100-year flood limits (where applicable) _____
- Area in square feet and acreage for each lot _____
- Any existing structures which encroach any setback lines _____

DEVELOPMENT FEE SCHEDULE

Variance Request	\$100.00
Preliminary Plat Application *Plus \$10 per Single Family residential lot and \$150 per acre	\$200.00*
Final Plat Application **Plus \$10 per Single Family residential lot and \$150 per acre	\$200.00**
Re-plat Application * Plus Publication Fee (approx \$500 this will be invoiced separately)	\$150.00
Amended Plat Application	\$50.00
Maverick County Plat Recording Fee Payable to Maverick County Clerk	\$48.00

Public Hearings: By state law public hearing notices shall be published in a newspaper with second class postage

Subdivision Inspection Fee

A subdivision inspection fee of 3% of the total cost of improvements shall be submitted with the preliminary plat application.

Water and Wastewater Connection Fees

These fees are due with the application for new water and sewer service. Connection fees are based on the costs required to install infrastructure to meet the demands of new development. Please contact Eagle Pass Water Works at (830) 773-2351 for the current fee schedule.

EXHIBIT 1

The final plat shall include one of the following acknowledgments:

a. For a natural person acting in his own right:

State of Texas

County of _____

This instrument was acknowledged before me on (date) by (name or names of person or persons acknowledging).

(Signature of officer)

(Title of officer)

My commission expires: _____.

b. For a natural person as principal acting by attorney-in-fact:

State of Texas

County of _____

This instrument was acknowledged before me on (date) by (name of attorney-in-fact) as attorney-in-fact on behalf of (name of principal)

(Signature of officer)

(Title of officer)

My commission expires: _____.

c. For a partnership acting by one (1) or more partners:

State of Texas

County of _____

This instrument was acknowledged before me on (date) by (name of acknowledged partner or partners), partner(s) on behalf of (name of partnership), a partnership.

(Signature of officer)

(Title of officer)

My commission expires: _____.

d. For a corporation:

State of Texas

County of _____

This instrument was acknowledged before me on (date) by (name of officer), (title of officer) of (name of corporation acknowledging) a (state of incorporation) corporation, on behalf of said corporation.

(Signature of officer)

(Title of officer)

My commission expires: _____.

e. For a public officer, trustee, executor, administrator, guardian, or other representative:

State of Texas

County of _____

This instrument was acknowledged before me on (date) by (name of representative) as (title of representative) of (name of entity or person represented).

(Signature of officer)

(Title of officer)

My commission expires: _____.

Commissioners Court Certification:

This plat was presented to the Maverick County Commissioners Court and approved on _____, 20_____, by the Commissioners Court of Maverick County, Texas.

Signed this _____ day of _____, 20_____.

County Judge _____

Engineer's Certification:

STATE OF TEXAS)

COUNTY OF MAVERICK)

I certify that the water and wastewater service facilities described in the final engineering report attached hereto are in compliance with the Model Subdivision Rules adopted under § 16.343, Texas Water Code.

(Seal)

Surveyor's Certification:

STATE OF TEXAS)

COUNTY OF MAVERICK)

I, the undersigned, a _____ in the State of Texas, hereby certify that this plat was prepared from an actual survey conducted on _____, 20_____ under my supervision on the ground and the monuments shown are within the positional tolerance required by 22 TAC § 663.15.

(Seal)

Housing Certification:

No more than one (1) single-family detached dwelling shall be located on each lot.



SUBDIVISION APPLICATION

TYPE OF SUBDIVISION (check one):

- Preliminary
 - Final
 - Replat
 - Amendment
 - Short Form Final
-

*Application must be an original document – Faxed copies cannot be accepted
All signatures must be original*

Property Legal Description: _____

Maverick County Property Identification Number(s): _____

Name of Addition: _____

Location of Addition: _____

Number of Lots: _____ Gross Acreage: _____ # of New Street Intersections _____ Linear feet of Streets _____

Precint: _____

Existing Land Use: _____ Proposed Land Use: _____

Requested Variances: _____

PROPERTY OWNER:

Name: _____

Contact: _____

Address: _____

Phone: _____

City: _____

Fax: _____

State: _____ Zip: _____

E-mail: _____

Signature: _____

Date: _____

APPLICANT/SUBDIVIDER:

Name: _____

Contact: _____

Address: _____

Phone: _____

City: _____

Fax: _____

State: _____ Zip: _____

E-mail: _____

Signature: _____

Date: _____

SURVEYOR:

Name: _____

Contact: _____

Address: _____

Phone: _____

City: _____

Fax: _____

State: _____ Zip: _____

E-mail: _____

Signature: _____

ENGINEER:

Name: _____

Contact: _____

Address: _____

Phone: _____

City: _____

Fax: _____

State: _____ Zip: _____

E-mail: _____

Signature: _____

PRINCIPAL CONTACT: ____ Owner ____ Applicant ____ Surveyor ____ Engineer

All City communication regarding the subdivision will be directed only to the designated principal contact.

STATEMENT OF APPLICANT

The information contained in this subdivision application contains true and accurate information provided to the best of my ability. I acknowledge that Maverick County will use the information contained herein as the basis for the review of the subdivision application's conformance with the provisions of *Maverick County*.

I understand that the County may use third party engineering peer review services. I acknowledge and agree that I am responsible for the payment of services attributable to my project, and that the preliminary approval process or final approval process will not proceed until and unless I have provided payment for the aforementioned services.

Applicant Signature

Date