



THE COUNTY OF GALVESTON  
Office of the County Engineer  
Platting & Right-of-Way Division  
722 Moody, Galveston, TX 77550  
(409) 770-5399

## **Galveston County Platting Checklist**

The following items are required for all plat applications and must be dated no more than 60 days from the date of application:

- Proposed Plat/Replat**
- Title Report or City Planning Letter**
- Water Capacity Commitment Letter or Letter of No Objection**
- Sewer Capacity Commitment Letter/Letter of No Objection** (public sewer) or **Health District Approval** (private septic)
- Current Tax Certificate(s)** (Tax Certificates from all taxing entities, showing a zero balance for the current tax year on all parcels included in proposed plat)
- GCAD Subdivision Name Verification Letter** (a letter from the Galveston Central Appraisal District mapping dept stating that the proposed subdivision/replat name is not in conflict with any other previously recorded subdivisions)

These additional items may be required based on your submittal:

- Replat Application** (for replats only)
- Drainage Plan** (this is required if the proposed plat is 4 or more lots)
- Drainage District Approval** (if proposed plat is within a drainage district)
- TxDOT Approval Letter** (required if any proposed roads, driveways or drainage tie into a TxDOT roadway or ditch)
- Subdivision Bond/Financial Guarantee** (required if any roads are being constructed)
- Construction Plans** (required if roads are proposed in plat)