

## Steps for Platting in the ETJ

1. Have a survey created to show how the property is intended to be subdivided (placed into more than one tract of land)
2. Fill out the OSSF Permit Application from Collin County Development Services (the County oversees all septic systems and requires specific information on the plat)
  - a. [https://www.collincountytx.gov/development\\_services/Documents/Permit\\_Application\\_New\\_Residential.pdf](https://www.collincountytx.gov/development_services/Documents/Permit_Application_New_Residential.pdf)
  - b. [https://www.collincountytx.gov/development\\_services/Documents/911\\_Rural\\_Address\\_ing\\_Form.pdf](https://www.collincountytx.gov/development_services/Documents/911_Rural_Address_ing_Form.pdf) - this form is for rural addressing
3. You will need to choose and hire a site evaluator regarding the placement(s) of septic systems [https://www.collincountytx.gov/development\\_services/Documents/Site\\_Evaluator\\_Info\\_Sheet.pdf](https://www.collincountytx.gov/development_services/Documents/Site_Evaluator_Info_Sheet.pdf)
4. If your property requires entries from a Farm-to-Market Road, you will need to complete the TxDOT Driveway Permit [https://www.collincountytx.gov/development\\_services/Documents/Driveway\\_TXDOT.pdf](https://www.collincountytx.gov/development_services/Documents/Driveway_TXDOT.pdf)
5. Once these items have been addressed, the approvals and notes from Collin County will need to be relayed to your surveyor to place on the plat. Then the plat comes to the City of Blue Ridge. We charge \$350 + \$5 per lot. We will then send out letters to the surrounding properties to hold two public hearings. The City Council will hear nearby property owners of positives or negatives, then Council acts on the plat. If approved, all parties will sign the plat, your surveyor will sign and attach his seal, and the City will take to the County to file. City Hall will then contact you letting you know your plat is complete and you can pick up your filed plat.

The City's part of the process is last and it typically takes us 30-45 days if all documentation is on the plat correctly. The core of the project lies with Collin County's regulations surrounding OSSF (On Site Sewage Facility), drainage and any other aspects where the County would take responsibility. For more information from Collin County, you can contact Development Services at 972-548-5585 or visit their website at [https://www.collincountytx.gov/development\\_services/Pages/OSSF\\_Permits.aspx](https://www.collincountytx.gov/development_services/Pages/OSSF_Permits.aspx).