

IRRIGATION DISTRICT
 SUBDIVISION SUBMITTAL CHECKLIST
 APPROVED BY THE BOARD OF DIRECTORS NOVEMBER 10, 2016
 (To Be Filled Out by District)

Subdivision Name _____
 Date Received _____
 Received by _____

Out of Lot(s) _____
 Old AR _____
 New AR # _____

Plat Approval	Received	Date Received/Paid
Original Plat Submitted	Yes / No / NA	
Copy of Plat	Yes / No / NA	
Copy of Utility Plat	Yes / No / NA	
Current Warranty Deed Provided with Report	Yes / No / NA	
Copy of Schedule B or Letter of Title Opinion	Yes / No / NA	
Complete electronic submission with AutoCAD file via email	Yes / No / NA	
Original Survey Provided	Yes / No / NA	
Plat shows all Topo and Utilities and Irrigation	Yes / No / NA	
Metes & Bounds Provided	Yes / No / NA	
Signed Petition for Exclusion Provided	Yes / No / NA	
Drainage Statement Provided	Yes / No / NA	
Appraisal District Numbers Provided	Yes / No / NA	
Water Removed from Account	Yes / No / NA	
Flat Rate Assessment (current)	Yes / No / NA	
Easement Releases Completed	Yes / No / NA	
Dedication of Easements Recorded	Yes / No / NA	
Construction Plans Approved	Yes / No / NA	

All Fees	\$ Amount Paid	Date
Administrative Fee Paid (Plat Review)	\$300 / \$500	
Administrative Fee Paid (Exclusion)	\$100	
Tax Certificate (\$10 each)		

ACTIONS	Date Submitted to Manager: _____	Approved for Submittal: <u>Yes / No</u>
	Board Meeting Date: _____	Approved: <u>Yes / No</u>
	Date Removed From Tax Roll: _____	Date Added To Tax Roll: _____
	New AD#: _____	

Hello,

Plat and Exclusion:

-When submitting a new subdivision, the District has a plat fee. Submission of the plat can be done physically or electronically. If there are any utilities, those must be submitted along with the subdivision (no fee on submission). Topo must also be shown on plat.

-If the developer wishes to be removed from the District, there is an Exclusion fee. Page 5 must be filled out and submitted to be excluded.

Documents Required:

- Copy of the Warranty Deed
- Title Commitment
- Signed and notarized Petition of Exclusion (Page 5)
- Flat Rate Assessments (need CAD ID)
- Subd Submission fee
- Exclusion Fee

Fees upon submission:

Plat Submission-

- More than 2.0 acres \$500.00
- Less than 2.0 acres \$300.00

Exclusion Fee- \$100.00

(All fees must be paid before the meeting.)

After submission and initial fees have been paid, our engineering will begin reviewing it. The process goes as follows:

Phase1: Review, engineers comments/ corrections, if property is being bought from the District. Approval by the Board of sale of property. Then a third party appraisal is done to get a value of the land/property. This also includes its respective fees.

Phase 2: Review, engineers comments/ corrections, then approval by the Board of any/all utilities that crosses the District. This also includes its respective fees.

Phase 3: Review, engineers comments/ corrections, and finally approval by the Board of the subdivision. This also includes its respective fees and the payment of the Flat Rate Assessment.

I hope this breakdown helps, any question please let me know.

UNITED IRRIGATION DISTRICT

Requirements for Subdivision Plat Approval

A request for subdivision (or proposed subdivision) plat approval from the United Irrigation District (District) must be submitted to District Staff. The plat and related information must be reviewed for completeness and accuracy (with all fees paid and requirements met) prior to being placed on the agenda for the Board of Directors to consider. The District Board of Directors reserves the right to modify its requirements at any time. Requirements for subdivision plat approval are described below:

INCOMPLETE INFORMATION WILL DELAY REVIEW

- **Time Deadlines:**

Deadline for plat submission is four (4) weeks prior to a regularly scheduled Board meeting. Board meetings are scheduled on the second and last Thursday of each Month. Notice of completeness will be sent via email by a District representative indicating the plat is ready for approval by the Board or outstanding items needed for completeness.

- **Plat Review Procedures:**

In the event that the District's staff determines that the submitted plat (or engineer's plans) should be reviewed by the **District's consulting engineer and attorney for review (FEES MAY APPLY)**.

No approval shall be granted until all conditions and/or recommendations outlined by said consulting engineer. The Developer's Engineer is responsible for providing any and all required plan sheets **(PDF FORMAT ONLY)**.

All District assessments must be current for the property being submitted prior to review.

- **Review Fees:**

1. A **non-refundable administration** fee of **\$500.00** shall be charged per subdivision whose acreage is **greater than 2.0 acres**. A **\$300.00 non-refundable administration** fee shall be charged for subdivisions of **2.0 acres or less**. All fees must be paid upon submission of a plat to the District.
2. Exclusion fee of **\$100.00** must be paid prior to plat approval for plats requiring Petition for Exclusion.
3. If a plat is revised in any way from the previously submitted and approved plat it must be re-submitted for District approval. No administration fee is required for approval on the re-submitted plat unless it is a re-subdivision of a recorded plat.
4. Real Property Acquisitions & Releases shall be completed in accordance with District Policy prior to plat approval.
5. The Developer is responsible for relocation of District irrigation lines, which must be completed, or the cost of work to be performed by the District, paid prior to plat approval.

6. A pipeline may only be surplus if there are no downstream properties still in the District. Value of surplus pipelines will be included in appraised property value. The District depreciates pipelines on a 50-year schedule. A pipeline value will be submitted to the appraiser by the District Engineer.

• **Required Plat Package, Plats and Plat Elements (PDF FORMAT ONLY):**

1. Original plat signed by both Owner & Engineer.
 - 1 copy of original plat. *****COMPLETE SUBMISSION WITH AUTOCAD FILE *****
 - 1 full copy of **Utility/Preliminary Plat including: existing and proposed irrigation facilities**, existing and proposed utilities, existing and proposed roadways and existing and proposed **topography**.
 - Notify the District two (4) weeks in advance to field verify depth, diameter and material of existing District irrigation lines. The Developer's Surveyor will survey lines daylighted by the District forces and show line & grade on the preliminary plat.
(The District's work load dictates how long it takes to actually spot a line. The Developer should complete his field work weeks in advance of a plat submission.)
2. All easements in favor of the District are to be marked on the plat as **"EXCLUSIVE TO UNITED IRRIGATION DISTRICT"** with source conveyance (i.e. deed) into the District (or prior entity) information also labeled on plat. Other language requirements may be required by the District. **(Note to Board:** The District is asking the Developer to convert nonexclusive easements to exclusive easements, through the plat process.)
3. District required language for **"NOTES:"** section to include the following:
 - ALL IRRIGATION EASEMENTS ARE EXCLUSIVE TO UNITED IRRIGATION DISTRICT, AND THE DISTRICT ALLOWS NO OTHER UTILITIES OR OUTSIDE USE WITHOUT ITS EXPRESS WRITTEN APPROVAL.
 - NO UTILITY COMPANY, PUBLIC ENTITY, PARTY OR PERSON IS ALLOWED TO CROSS ABOVE OR BELOW GROUND ANY IRRIGATION DISTRICT EASEMENT OR RIGHT OF WAY WITH LINES, POLES, OPEN DITCHES OR OTHER USE WITHOUT FIRST OBTAINING A CROSSING PERMIT FROM UNITED IRRIGATION DISTRICT.
 - NO PERMANENT STRUCTURE, UTILITY POLE, HOLE, WALL, FENCE, DRIVEWAY, OR ROAD WILL BE ALLOWED TO BE CONSTRUCTED OR EXIST ON ANY DISTRICT EASEMENT OR RIGHT OF WAY WITHOUT WRITTEN APPROVAL BY IRRIGATION DISTRICT. ANY UNAUTHORIZED STRUCTURE WITHIN THE EASEMENT BOUNDARY IS SUBJECT TO IMMEDIATE REMOVAL AT VIOLATOR'S EXPENSE.
 - NO UTILITY COMPANY, PUBLIC ENTITY, PARTY OR PERSON IS ALLOWED TO CONNECT TO ANY DISTRICT FACILITY WITHOUT FIRST OBTAINING A PERMIT FROM IRRIGATION DISTRICT. ANY CONNECTION NOT AUTHORIZED BY THE DISTRICT IS SUBJECT TO IMMEDIATE REMOVAL AT VIOLATOR'S EXPENSE.

4. District easement approval language is to be placed on the plat to be recorded whether or not the plat has irrigation facilities in the development. (See: Plat Approval language below)
5. Plat Approval Language shall be in Uppercase, 11-point (minimum) characters and shall read as follows:

**THIS PLAT IS HEREBY APPROVED BY THE UNITED IRRIGATION DISTRICT
ON THIS THE _____ DAY OF _____, 20_____.**

**NO IMPROVEMENTS OF ANY KIND (INCLUDING WITHOUT LIMITATION
TREES, FENCES AND BUILDINGS) SHALL BE PLACED UPON UNITED
IRRIGATION DISTRICT RIGHT OF WAYS OR EASEMENTS. APPROVAL OF
THIS PLAT DOES NOT RELEASE ANY RIGHTS THAT THE DISTRICT MAY
HAVE WHETHER SHOWN OR NOT.**

PRESIDENT

ATTEST: _____
SECRETARY

(All locations of pipelines, canals, right-of-ways, and easements in the area of the subdivision are to be clearly identified on the plat, with the calls on all District boundary lines, in order to determine their correlation to the subdivision submitted.)

6. No District fee interest in land shall be included within the boundaries of the proposed subdivision.
7. Subdivision Developers who grant easements "dedicated by the plat" to United Irrigation District are required to provide a recordable Exclusive Easement document with Metes & Bounds description on a form approved by District. The District may allow a deed in fee simple in lieu of an exclusive easement. In no event shall any easement (or fee) conveyed to the District be less than **thirty (30) feet** in width where an easement is adjacent to an existing public right of way, the District may use for access and construction, the width stated above may be **reduced by ten (10) feet**.

• **Ownership and Title Documents Required:**

1. Copy of Warranty Deed showing current ownership with a title report not more than six (6) months old (for the current Owner). **Include Property ID.**
2. Copy of Schedule B, or a Title Commitment, or letter of title opinion.
*****REQUIRED*****
4. **Copy of all documents in chain of title covering the time period from present to prior to 1925 (including easements).** Alternatively, the District can perform this work but it may take an additional 30 calendar days.
6. Exclusion from the District boundaries is required of all subdivisions unless otherwise agreed to by the District. Current owner(s) must sign and file a **Petition for Exclusion** form at submittal time include gross acres on property description. Net flat rate acres shall be determined by the District. Metes & Bounds descriptions of the subdivision must be submitted on both letter size (8.5"x11") **(ADD TO PETITION)**

STATE OF TEXAS §

COUNTY OF HIDALGO §

**PETITION TO EXCLUDE LANDS FROM THE BOUNDARIES OF
UNITED IRRIGATION DISTRICT**

TO: BOARD OF DIRECTORS OF UNITED IRRIGATION DISTRICT

The undersigned is the owner of a subdivision described more fully below located in HIDALGO COUNTY, TEXAS, hereinafter called PETITIONER, hereby petitions the BOARD OF DIRECTORS OF UNITED IRRIGATION DISTRICT hereinafter referred to as “BOARD” and “DISTRICT” respectively) to exclude from the boundaries of the DISTRICT the subdivision owned by PETITIONER, and in support of this Petition, would state as follows:

1. PETITIONER is the owner of the following described subdivision (as described on Subdivision Plat):

2. The above-described property is urban property in that it is designed, intended and suitable for urban type use as distinguished from farm acreage and agricultural use of water. The above-described property has not been used for farming or agricultural purposes nor has it been irrigated within twelve (12) months previous to the date of this Petition, and Petitioner does not wish to receive irrigation service from DISTRICT and hereby waives the right to receive irrigation deliveries and service from the DISTRICT effective the date of execution hereof by Petitioner.

3. The DISTRICT does not have outstanding bonded indebtedness nor indebtedness in connection with a loan from any agency of the United States.

4. It would be in the best interest of the DISTRICT and of this property proposed for exclusion, that said property be excluded from the DISTRICT.

5. PETITIONER understands that should any canals, ditches, pipelines, pumps, or other facilities of the DISTRICT be located upon the above described property, the exclusion of the property by the DISTRICT shall not affect nor interfere with any rights which the DISTRICT might have to maintain and continue operation of existing facilities as located thereon that may be necessary for the purpose of servicing lands remaining in the DISTRICT or any extension of water delivery services by the DISTRICT.

6. With the filing of the Petition, PETITIONER understands that should the DISTRICT through its BOARD, exclude the above described subdivision from the boundaries of the DISTRICT, that said property thereafter shall not constitute a part of the DISTRICT nor shall it have any further liability to the DISTRICT for taxes, assessments or other charges of the DISTRICT:

however, any taxes, assessments or other charges owing to the DISTRICT at the time of exclusion, shall remain the obligation of the owner(s) and their successors of such property upon which such taxes, assessments and other charges are owed, and shall continue to be secured by any and all statutory liens, if any.

PETITIONER does hereby request that the BOARD call and hold a hearing to determine whether the above-described urban property of PETITIONER shall be excluded from the DISTRICT.

PETITIONER

STATE OF TEXAS §
COUNTY OF HIDALGO §

SUBSCRIBED AND SWORN BEFORE ME, on the _____ day of _____,
by _____, to certify which witness my hand and seal of office.

Notary Public in and for
The State of Texas
Notary's Printed Name: _____

My commission expires:

For United Irrigation District Purposes:

1. The subdivision plat of the above described subdivision was filed for record on the _____ day of _____, 20____, and is of record as Document No. _____, Volume _____, Page _____ in the Official Real Estate Records of Hidalgo County.
2. The above described property contains _____ net irrigable acres.

District Representative