

Grayson County Planning & Zoning

Instructions for E911 Addressing:

Grayson County does require the completion of a **Development Certificate** for the following:

- E911 Address
- New Driveway Culvert

***Before submitting an application for a **Development Certificate** Application, please physically mark the driveway entrance location with a stake and your last name written on it. The Precinct Foreman will determine if a culvert is needed. Applicants will need to install the correct size culvert. Once that is installed the applicant will need to notify the E911 Coordinator, Tom Rich at 903-813-2700 ext. 2701 and he will schedule a final driveway inspection. After the Precinct Foreman completes their Final Inspection of the driveway entrance, an address number will be assigned within 5-7 business days.

***Failure to mark the driveway entrance will result in a re-inspection fee of \$100.

1. Visit <https://www.mgoconnect.org/cp?JID=195>
2. Click on New Account and set up a new account or Login if you already have an account.
3. On the left side of the page, Click on **Apply Online For Planning And Zoning.**
4. Select a Project Type: **Development Certificate.**
5. Enter the Road Name, City, State, and Zip Code and click "Next"
6. Enter the Personal Information and click "Next"
7. Enter the Services Needed, GCAD Property ID, acreage, road name, describe the work being done, click on the building purpose, and if the property was deeded from a family member and click "Next"
8. Upload the Survey and the Deed paperwork and click "Next"
9. Click "Submit"
10. Once the application has been accepted by the Jurisdiction, you will receive an invoice. Please pay at your earliest convenience through the Customer Account Portal.

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Instructions for Platting:

Short / Minor Plat Application Requirements:

- Complete the application online.
 - If the application is not the owner, an Owner Authorization Form.
 - Application Fee paid.
 - If the Short Plat has five (5) or more lots a Drainage Study will be needed.
 - Letters from the water, sewer, and electric utility companies certifying that they will provide service to the proposed subdivision.
 - A schedule from the water, sewer, and electric companies certifying when they will provide for such service.
 - A Site Suitability study performed by a Registered Sanitarian to verify that all of the proposed lots in the subdivision comply with the most recently adopted Grayson County Order Entitled On-Site Sewage Facilities.
 - An original blue Tax Certificate from the Tax Collector of each political subdivision in which the property is located to certify that there are no delinquent taxes.
1. Visit <https://www.mgoconnect.org/cp?JID=195>
 2. Click on New Account and set up a new account or Login if you already have an account.
 3. On the left side of the page, Click on **Apply Online For Planning And Zoning.**
 4. Select a Project Type: **Short Plat.**
 5. Enter the Road Name, City, State, and Zip Code and click "Next"
 6. Enter the Personal Information and click "Next"
 7. Enter the Services Needed, GCAD Property ID, acreage, Location Description, name of the subdivision, number of lots, minimum and maximum lots sizes, and click "Next"
 8. Upload Copy of the Plat, OSSF Site Suitability Study, Water and Electric Providers Letter of Intent to Serve and click "Next"
 9. Click "Submit"
 10. Once the application has been accepted by the Jurisdiction, you will receive an invoice. Please pay at your earliest convenience through the Customer Account Portal.

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Preliminary Plat Application Requirements:

- Complete the application online.
 - If the application is not the owner, an Owner Authorization Form.
 - Application Fee paid.
 - Letters from the water, sewer, and electric utility companies certifying that they will provide service to the proposed subdivision.
 - A schedule from the water, sewer, and electric companies certifying when they will provide for such service.
 - A Site Suitability study performed by a Registered Sanitarian to verify that all of the proposed lots in the subdivision comply with the most recently adopted Grayson County Order Entitled On-Site Sewage Facilities.
 - An original blue Tax Certificate from the Tax Collector of each political subdivision in which the property is located to certify that there are no delinquent taxes.
1. Visit <https://www.mgoconnect.org/cp?JID=195>
 2. Click on New Account and set up a new account or Login if you already have an account.
 3. On the left side of the page, Click on **Apply Online For Planning And Zoning**.
 4. Select a Project Type: **Preliminary Plat**.
 5. Enter the Road Name, City, State, and Zip Code and click "Next"
 6. Enter the Personal Information and click "Next"
 7. Enter the Services Needed, GCAD Property ID, acreage, Location Description, name of the subdivision, number of lots, minimum and maximum lots sizes, and click "Next"
 8. Upload Copy of the Plat, OSSF Site Suitability Study, Water and Electric Providers Letter of Intent to Serve and click "Next"
 9. Click "Submit"
 10. Once the application has been accepted by the Jurisdiction, you will receive an invoice. Please pay at your earliest convenience through the Customer Account Portal.

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Final Plat Application Requirements:

- Complete the application online.
- If the application is not the owner, an Owner Authorization Form.
- Application Fee paid.
- Letters from the water, sewer, and electric utility companies certifying that they will provide service to the proposed subdivision.
- A schedule from the water, sewer, and electric companies certifying when they will provide for such service.
- A Site Suitability study performed by a Registered Sanitarian to verify that all of the proposed lots in the subdivision comply with the most recently adopted Grayson County Order Entitled On-Site Sewage Facilities.
- Engineering Plans
- An original blue Tax Certificate from the Tax Collector of each political subdivision in which the property is located to certify that there are no delinquent taxes.

1. Visit <https://www.mgoconnect.org/cp?JID=195>
2. Click on New Account and set up a new account or Login if you already have an account.
3. On the left side of the page, Click on **Apply Online For Planning And Zoning.**
4. Select a Project Type: **Final Plat.**
5. Enter the Road Name, City, State, and Zip Code and click "Next"
6. Enter the Personal Information and click "Next"
7. Enter the Services Needed, GCAD Property ID, acreage, Location Description, name of the subdivision, number of lots, minimum and maximum lots sizes, and click "Next"
8. Upload Copy of the Plat, OSSF Site Suitability Study, Water and Electric Providers Letter of Intent to Serve and click "Next"
9. Click "Submit"
10. Once the application has been accepted by the Jurisdiction, you will receive an invoice. Please pay at your earliest convenience through the Customer Account Portal.

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Replat Application Requirements:

- Complete the application online.
 - If the application is not the owner, an Owner Authorization Form.
 - Application Fee paid.
 - An original blue Tax Certificate from the Tax Collector of each political subdivision in which the property is located to certify that there are no delinquent taxes.
1. Visit <https://www.mgoconnect.org/cp?JID=195>
 2. Click on New Account and set up a new account or Login if you already have an account.
 3. On the left side of the page, Click on **Apply Online For Planning And Zoning.**
 4. Select a Project Type: **Replat.**
 5. Enter the Road Name, City, State, and Zip Code and click "Next"
 6. Enter the Personal Information and click "Next"
 7. Enter the Services Needed, GCAD Property ID, acreage, Location Description, name of the subdivision, number of lots, minimum and maximum lots sizes, and click "Next"
 8. Upload Copy of the Plat and click "Next"
 9. Click "Submit"
 10. Once the application has been accepted by the Jurisdiction, you will receive an invoice. Please pay at your earliest convenience through the Customer Account Portal.

Instructions for applying for an application for working in the Right of Way in Grayson County

Go to: <https://www.mgoconnect.org/cp?JID=195>

1. Apply Online For Planning And Zoning (left side of screen)
2. Click on New Account and create an account or Login if you already have one.
3. Click APPLY ONLINE FOR **PLANNING AND ZONING**
4. Application Type: Right-of-Way Permit Application
5. Enter Address and click “Next”
6. Enter Personal Information, Bonding Company, Franchise Holder and contact (if applicable) and click “Next”
7. Enter as much information as it applies and click “Next”
8. Upload Construction Drawings, Detour Plans, and a Detailed Project Plan and click “Next”
9. Click “Submit”