

SUBDIVISION MINOR / AMENDING PLAT, APPLICATION

Updated: October, 2018

Case # PC-____-____-____



CONTACT INFORMATION

Applicant's Name		Property Owner	
Applicant's Mailing Address		Owner's Mailing Address	
Applicant's Phone #		Owner's Phone #	
Applicant's Email		Owner's Email	

PROPERTY INFORMATION

Proposed/Current Subdivision Name: _____

Subject Property Address or General Location: _____

Acres: _____ Tax ID #: R_____

Located in: City Limits Extraterritorial Jurisdiction (County)

DESCRIPTION OF REQUEST

Type of Plat: Minor Subdivision Plat Amending Plat

Current Number of Lots: _____ Current Land Use: _____

Proposed Number of Lots: _____ Proposed Land Use: _____

AUTHORIZATION

I certify that the information on this application is complete and accurate. I understand the fees and the process for this application. I understand my responsibility, as the applicant, to be present at meetings regarding this request.

Filing Fee \$515 plus \$100 per acre

Technology Fee \$12

MAXIMUM COST \$1,012

Submittal of this digital Application shall constitute as acknowledgement and authorization to process this request.

APPLY ONLINE – WWW.MYGOVERNMENTONLINE.ORG/

SUBDIVISION IMPROVEMENT AGREEMENT ACKNOWLEDGEMENT

I understand, whenever public improvements to serve the development are deferred until after Final Subdivision or Development Plat approval, the property owner shall enter into a Subdivision Improvement Agreement by which the owner covenants to complete all required public improvements no later than two (2) years following the date upon which the Final Plat is approved.

- All required public improvements will be completed prior to approval of the Final Subdivision or Development Plat
- I wish to defer installation of public improvements until after approval of the Final Subdivision or Development Plat and have attached a Subdivision Improvement Agreement to be considered along with this Plat application
- The attached Minor / Amending Plat Application does not require a Subdivision Improvement Agreement

Signature of Applicant: _____ Date: _____

Printed Name: _____

WAIVER TO 30-DAY STATUTORY REQUIREMENT

I agree to comply with all platting requirements of the City of San Marcos and understand that the plat will not be administratively approved or forwarded to the Planning and Zoning Commission for consideration unless and until all plat comments are satisfactorily addressed. I understand that the review and approval of a Watershed Protection Plan, Public Improvement Construction Plans and / or other additional documentation may be required to fully address plat comments. I understand that staff will not unreasonably or arbitrarily postpone approval of my plat and voluntarily waive my right to the 30-day statutory requirement that plat applications be acted upon within 30 days of the official filing date.

Signature of Applicant: _____ Date: _____

Printed Name: _____

RECORDATION REQUIREMENTS***

The following are required for recordation, following approval of a Plat application:

- Two (2) mylars of the subdivision plat (*Comal Co. requires White 20# Bond Paper*)
- Recording Fee: \$ _____
- Tax Certificate, printed within 30 days of recordation date (paid prior to January 31st of current year)

Other possible recording requirements:

- If public improvements were deferred, Subdivision Improvement Agreement
- Subdivision Improvement Agreement recording fee: \$ _____
- Other legal documents referenced on the plat (i.e. easement dedication by separate instrument, HOA documents)
- Other recording fee: \$ _____

***Recordation fees, mylars, and other requirements are not due at the time of submittal. Fees will depend on the number of pages needed for recordation and the County in which they are recorded. The total will be calculated upon approval.



CHECKLIST FOR MINOR / AMENDING PLAT APPLICATION

The following items are requested for consideration of this application. These and additional items may be required at the request of the Department		Comments
<input type="checkbox"/>	Pre-development meeting with staff is recommended <ul style="list-style-type: none"> Please visit http://sanmarcostx.gov/1123/Pre-Development-Meetings to schedule 	
<input type="checkbox"/>	Completed Application for Subdivision Minor / Amending Plat	
<input type="checkbox"/>	Legislative Requirements Complete (i.e. zoning, land use, etc.)	
<input type="checkbox"/>	Proof of record of ownership	<i>Recorded deed</i>
<input type="checkbox"/>	Tax Receipt indicating that taxes were paid prior to January 31 st of the current year. (Tax Certificates required prior to recordation)	
<input type="checkbox"/>	Names and addresses of property lien-holders (if applicable)	
<input type="checkbox"/>	Watershed Protection Plan, where applicable (must be approved prior to plat approval)	can be submitted concurrently
<input type="checkbox"/>	Utility Service Acknowledgements (see following pages)	
<input type="checkbox"/>	Property Owner Authorization	
<input type="checkbox"/>	Application Filing Fee \$515 + \$100 per acre (\$1,000 max) Technology Fee \$12	
<input type="checkbox"/>	CAD file in grid for GIS integration. Projection: NAD 1983 StatePlane Texas South Central FIPS 4204 Feet	
<input type="checkbox"/>	For Amending Plats:: <ul style="list-style-type: none"> Detailed description of the purposes and circumstances that warrant change of the recorded plat identifying all lots, easements or improvements affected by the proposed change 	
<input type="checkbox"/>	Subdivision plat with the following: <ul style="list-style-type: none"> Minimum scale 1"= 200' Final layout prepared by a registered engineer or surveyor Vicinity map Scale and north arrow for plat and location map. Boundary lines, abstract/survey lines, corporate and other jurisdictional boundaries Location, dimension, name and description of all existing/recorded streets, alleys, reservations, easements, railroad rights of way, etc. 	

within subdivision, intersecting or contiguous with boundaries for forming boundaries.

- Location, dimension, name and description of all proposed streets, alleys, reservations, easements, proposed ROW's within subdivision, intersecting or contiguous with boundaries for forming boundaries.
- Bearings and distances sufficient to locate the exact area proposed for the subdivision.
- All survey monuments including any required concrete monuments.
- The length and bearing of all straight lines, radii, arc lengths, tangent lengths and central angles of all curves (may be placed in a table).
- Accurate reference ties via courses and distances to at least one recognized abstract or survey corner, or existing subdivision corner.
- Accurate reference tie to City of San Marcos Benchmark. Control point data is located at the following link: <http://www.ci.san-marcos.tx.us/modules/showdocument.aspx?documentid=4784>
- Name, location and recording information of all adjacent subdivisions or property owners.
- Location of all existing property lines, existing lot and block numbers and date recorded, parks, public areas, and easements of record with recording information.
- Proposed arrangement and square footage of lots and proposed use.
- Sites to be reserved or dedicated for parks, schools, playgrounds, other public uses or for private facilities and amenities if applicable.
- Copies of proposed deed restrictions or covenants for any proposed access, maintenance or private easements.
- A note declaring sidewalks are required.
- A note stating whether or not the subdivision falls within the 100-year floodplain and if so, the engineer's statement of the minimum permissible floor elevation that will protect the improvements from flooding or high waters.
- Notes declaring whether the land falls within designated watersheds, Edward's Aquifer recharge or contributing zones and/or San Marcos River Corridor.
- Standard legend for interpretation of points and lines.
- Title block with name of proposed subdivision; contact information for owner/s and land planner, licensed engineer, or RPLS; scale; date of preparation; north arrow; and location of property according to abstract or survey records
- Preamble (also referred to as Owner's Acknowledgement and Dedication) with owner(s) name(s) and title (s), acreage of area to be platted as described in Public Records, and proposed subdivision name exactly as in title block.
- Owner(s) signature block with notary block.
- Certificate of approval by the Planning and Zoning Commission with signature lines for the Chair, Director of Development Services, Director of CIP and Engineering, and Recording Secretary.
- Surveyor statement and signature block with seal.
- Engineer statement and signature block. Required for all plats where new streets are being proposed or there is floodplain as per FEMA or other drainage easements required on or off site of the property.
- Certificate of recording block for County Clerk.

****San Marcos Development Code Section 2.3.1.1(C): "Every application accepted by the responsible official for filing shall be subject to a determination of completeness...the responsible official is not required to review an application unless it is complete..."**

PROPERTY OWNER AUTHORIZATION

I, _____ (owner) acknowledge that I am the rightful owner of the property located at _____ (address).

I hereby authorize _____ (agent name) to file this application for _____ (application type), and, if necessary, to work with the Responsible Official / Department on my behalf throughout the process.

Signature of Property Owner: _____ Date: _____

Printed Name: _____

Signature of Agent: _____ Date: _____

Printed Name: _____

ELECTRIC UTILITY SERVICE ACKNOWLEDGEMENT

Utility service codes are to be indicated as applicable in the space provided in each acknowledgement listed below according to the following designations:

- A. Adequate service ***is*** currently available to the subject property
- B. Adequate service ***is not*** currently available, but arrangements ***have*** been made to provide it
- C. Adequate service ***is not*** currently available, and arrangements ***have not*** been made to provide it
- D. Easement(s) are needed within the subject property

Name of Electric Service Provider: _____

Applicable Utility Service Code(s): _____

Comments / Conditions: _____

Signature of Electric Company Official: _____

Title: _____ Date: _____

GAS UTILITY SERVICE ACKNOWLEDGEMENT

Utility service codes are to be indicated as applicable in the space provided in each acknowledgement listed below according to the following designations:

- A. Adequate service ***is*** currently available to the subject property
- B. Adequate service ***is not*** currently available, but arrangements ***have*** been made to provide it
- C. Adequate service ***is not*** currently available, and arrangements ***have not*** been made to provide it
- D. Easement(s) are needed within the subject property

Name of Gas Service Provider: _____

Applicable Utility Service Code(s): _____

Comments / Conditions: _____

Signature of Gas Company Official: _____

Title: _____ Date: _____

TELEPHONE UTILITY SERVICE ACKNOWLEDGEMENT

Utility service codes are to be indicated as applicable in the space provided in each acknowledgement listed below according to the following designations:

- A. Adequate service ***is*** currently available to the subject property
- B. Adequate service ***is not*** currently available, but arrangements ***have*** been made to provide it
- C. Adequate service ***is not*** currently available, and arrangements ***have not*** been made to provide it
- D. Easement(s) are needed within the subject property

Name of Telephone Service Provider: _____

Applicable Utility Service Code(s): _____

Comments / Conditions: _____

Signature of Telephone Company Official: _____

Title: _____ Date: _____

WATER UTILITY SERVICE ACKNOWLEDGEMENT

Utility service codes are to be indicated as applicable in the space provided in each acknowledgement listed below according to the following designations:

- A. Adequate service ***is*** currently available to the subject property
- B. Adequate service ***is not*** currently available, but arrangements ***have*** been made to provide it
- C. Adequate service ***is not*** currently available, and arrangements ***have not*** been made to provide it
- D. Easement(s) are needed within the subject property

Name of Water Service Provider: _____

Applicable Utility Service Code(s): _____

Comments / Conditions: _____

Signature of Water Official: _____

Title: _____ Date: _____

WASTEWATER UTILITY SERVICE ACKNOWLEDGEMENT

Utility service codes are to be indicated as applicable in the space provided in each acknowledgement listed below according to the following designations:

- A. Adequate service ***is*** currently available to the subject property
- B. Adequate service ***is not*** currently available, but arrangements ***have*** been made to provide it
- C. Adequate service ***is not*** currently available, and arrangements ***have not*** been made to provide it
- D. Easement(s) are needed within the subject property

Name of Wastewater Service Provider: _____

Applicable Utility Service Code(s): _____

OR, the use of either 1) _____ a private wastewater treatment system, or 2) _____ septic tanks, is approved for all lots in the proposed subdivision which are not required to connect to the City of San Marcos wastewater system.

Comments / Conditions: _____

Signature of Wastewater Official: _____

Title: _____ Date: _____