FINAL SUBDIVISION / DEVELOPMENT PLAT APPLICATION

Updated: September, 2020

CONTACT INFORMATION

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

PROPERTY INFORMATION

Proposed 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: ☐ **Final Subdivision Plat** ☐ **Final Development 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 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 $1,321 plus $100 per acre **Technology Fee $13** ***MAXIMUM COST $2,513***

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 / Preliminary Plat Application does not require a Subdivision Improvement Agreement

Signature of Applicant: _____ Date: _____

NOTICE OF COMPLETENESS DETERMINATION & STATUTORY REVIEW TIMEFRAMES

I understand that the City of San Marcos requires online submittal of all applications through the Customer Portal at www.mygovernmentonline.org and that the Responsible Official will review this application for completeness within 10 business days of online submittal. I understand that this application is not considered "filed" until all required documentation is received and reviewed for completeness. *Upon determination of completeness the City will send written correspondence stating that the application has been filed* and will provide a date, in accordance with the Texas Local Government Code, when the Planning and Zoning Commission will meet to hear the request.

☐ By checking this box I am requesting cursory review of this application prior to determination that the application is complete and filed. Cursory review comments shall not constitute a determination of completeness.

I also understand that as the applicant I may request, in writing, an extension to the statutory review timeframes.

Signature of Applicant: _____ Date: _____

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.

PROPERTY OWNER AUTHORIZATION

I, _____(owner name) on behalf of

_____ (company, if applicable) acknowledge that I/we

am/are the rightful owner of the property located at

_____ (address).

I hereby authorize _____ (agent name) on behalf of

_____(agent company) 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 Owner: _____ Date: _____

Printed Name, Title: _____

Signature of Agent: _____ Date: _____

Printed Name, Title: _____

Form Updated October, 2019

ELECTRIC UTILITY SERVICE ACKNOWLEDGEMENT FOR:

Subdivision Name: _____

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 FOR:

Subdivision Name: _____

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 FOR:

Subdivision Name: _____

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 FOR:

Subdivision Name: _____

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 FOR:

Subdivision Name: _____

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 connec to the City of San Marcos wastewater system.

Comments / Conditions: _____

_____

_____

Signature of Wastewater Official: _____

Title: _____ Date: _____

	The following items are requested for consideration of this application. These and additional items may be required, at the request of the Department, in order to determine the application complete and filed.	Comments
☐	*Pre-development meeting with staff is required unless waived by the Responsible Official* • *Please visit http://sanmarcostx.gov/1123/Pre-Development-Meetings to schedule, or email planninginfo@sanmarcostx.gov with any questions.*	
☐	Completed Application for Final Subdivision / Development Plat Pg. 1 – Basic Information	
☐	Completed Application for Final Subdivision / Development Plat Pg. 2 – Acknowledgements	
☐	Completed Application for Final Subdivision / Development Plat Pg. 3 – Agent's Authorization to Represent the Property Owner	
☐	Completed Application for Final Subdivision / Development Plat Pg. 4-8 – Utility Service Acknowledgements for Electric, Gas, Telephone, Water, Wastewater • If the official signing the acknowledgement selects B, C or D – a statement addressing the arrangements / easements, approved by the official, is required	
☐	Application Filing Fee $1,321 + $100 per acre ($2,500 max) Technology Fee $13	
☐	Approval letter / Ordinance for all Legislative Requirements, if applicable	
☐	Approval letter for all Quasi-Judicial Decisions, if applicable	
☐	Approval letter for Preliminary Plat, if applicable	
☐	Written Approval from the appropriate County for Plats in the Extraterritorial Jurisdiction – this approval will be coordinated by City of San Marcos Staff	
☐	Recorded Deed as Proof of Record of Ownership	
☐	Tax Receipt indicating that taxes were paid prior to January 31st of the current year. (Tax Certificates required prior to recordation)	
☐	Names and addresses of property lien-holders, if applicable, OR statement that the property has no lien holders	
☐	Approved Subdivision Improvement Agreement and required surety, if applicable	
☐	Watershed Protection Plan Approval Certificate signed by the City of San Marcos	
☐	Public Improvement Construction Plan Permit signed by the City of San Marcos	

****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…"***

The following items are requested for consideration of this application. These and additional items may be required, at the request of the Department, in order to determine the application complete and filed.		Comments
☐	Approved Traffic Impact Analysis Worksheet	
☐	Approved Traffic Impact Study, if applicable	
☐	Statement outlining Parkland Dedication and exhibit showing compliance, or fee in lieu $_____ to satisfy Parkland Requirement	Required for all residential subdivisions
☐	Parks Board approval letter, if applicable, with additional fee of $163 for consideration	
☐	City approved CAD file in grid for GIS integration. Projection: NAD 1983 StatePlane Texas South Central FIPS 4204 Feet	
☐	List of proposed street names and alternate street names, approved by the City of San Marcos	
☐	Figure indicating compliance with Chapter 3, Article 6, Division 2, Blocks, specifically Table 3.1	
☐	Figure indicating compliance with Chapter 3, Article 6, Division 4, Access, specifically Figure 3.10	
☐	For Multifamily Projects – Figure(s) indicating compliance with Chapter 9, Article 4, Division 3, Multifamily Residential Design Standards	
PDF of Subdivision Plat, Prepared by a Registered Engineer or Surveyor with the Following:		
☐	Scale - Minimum 1" = 200'	
☐	Vicinity Map	
☐	Standard Legend for interpretation of points and lines	
☐	North Arrow	
☐	Plat Boundary Lines	
☐	Lot Lines appropriately dimensioned to verify compliance with minimum lot dimension requirements	
☐	Legible Dimensions or Table indicating square footage, lot dimensions, and proposed use of all lots	
☐	Copies of proposed deed restrictions or covenants for any proposed access, maintenance or private easements	
☐	Surrounding Property Boundary Lines	
****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…"***		

The following items are requested for consideration of this application. These and additional items may be required, at the request of the Department, in order to determine the application complete and filed.		Comments
PDF of Subdivision Plat, Prepared by a Registered Engineer or Surveyor with the Following (cont.):		
☐	Name, location and recording information of all adjacent subdivisions or property owners including lot/block numbers & date recorded, parks, public areas, and easements of record with recording information	
☐	Corporate / Other Jurisdiction Boundary Lines	
☐	Dimension, Name and Description of all existing and proposed rights-of-way and easements within, intersecting or contiguous to the subdivision (to include streets, alleys, reservations, easements, railroad, etc.)	
☐	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	
☐	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 where appropriate	
☐	Clearly label all lots to be reserved or dedicated for parks, schools, playgrounds, other public uses or for private facilities and amenities, if applicable	
☐	Title block with name of proposed subdivision, contact information for owners (s) and land planner, licensed engineer or RPLS, date of preparation and location of property according to abstract or survey records	
☐	Plat notes: • A note declaring sidewalks are required. • A note stating whether or not the subdivision falls within the 100-year floodplain and if so, engineer's statement of the minimum permissible floor elevation that will protect the improvements from flooding or high waters. • Notes declaring whether land falls within designated watersheds, Edward's Aquifer recharge or contributing zones and/or San Marcos River Corridor.	
☐	Preamble (aka 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 the title block	
****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…"***		

The following items are requested for consideration of this application. These and additional items may be required, at the request of the Department, in order to determine the application complete and filed.		Comments
PDF of Subdivision Plat, Prepared by a Registered Engineer or Surveyor with the Following (cont.):		
☐	Signature Blocks for: • Owner(s) signature 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…"***		