

PRELIMINARY SUBDIVISION PLAT, REPLAT OR CONCEPT 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 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: **Preliminary Subdivision Plat** **Replat** **Concept Plat**

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 \$1,030 plus \$50 per acre **Technology Fee \$12** **MAXIMUM COST \$2,512***

**Maximum Cost does not reflect specific / additional fees, as may be required for other plan review*

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 PRELIMINARY SUBDIVISION / DEVELOPMENT PLAT, REPLAT OR CONCEPT PLAT

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-application conference with staff is recommended Please call 512-393-8230 to schedule	
<input type="checkbox"/>	Completed Application for Preliminary Subdivision, Replat or Concept Plat	
<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)	Showing no taxes owed
<input type="checkbox"/>	Names and addresses of property lien-holders (if applicable)	
<input type="checkbox"/>	Watershed Protection Plan (must be approved prior to plat approval)	may be submitted concurrently
<input type="checkbox"/>	Traffic Impact Analysis Worksheet	
<input type="checkbox"/>	Public Improvement Construction Plan (must be approved prior to plat approval)	may be submitted concurrently
<input type="checkbox"/>	Utility Service Acknowledgements (see following pages)	
<input type="checkbox"/>	Notification Authorization	
<input type="checkbox"/>	Property Owner Authorization	
<input type="checkbox"/>	Application Filing Fee \$1,030 + \$50 per acre (\$2,500 max) Technology Fee \$12 Specific & Additional Fees as noted below	
<input type="checkbox"/>	CAD file in grid for GIS integration. Projection: NAD 1983 StatePlane Texas South Central FIPS 4204 Feet	
<input type="checkbox"/>	For Concept Plats: <ul style="list-style-type: none"> Residential compatibility site plan, where applicable with an additional fee of \$85 Cluster development plan, where applicable with additional fee of \$29 per acre (\$100 min / \$1,500 max) 	
<input type="checkbox"/>	For Replats with or without Vacation of Previously Recorded Plat: <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 With Vacation of Previously Recorded Plat fee of \$173 Replats which are not approved administratively have a maximum fee of \$3,000 	

Subdivision plat with the following: (not required for Concept Plat)

- 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/ jurisdiction boundaries
- Location, dimension, name and description of all existing/recorded streets, alleys, reservations, easements, railroad rights of way, etc. within, intersecting or contiguous with subdivision.
- 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.
- List of proposed street names for all new streets, for City approval.
- Bearings and distances sufficient to locate the exact area proposed.
- 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 & recording info of all adjacent subdivisions or owners.
- Location of all existing property lines, lot/block numbers & 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.
- Notes declaring whether the land falls within designated watersheds, Edward's Aquifer Zones and/or San Marcos River Corridor.
- • Standard legend for interpretation of points and lines.
- Title block: name of subdivision; contact information for owner/s and land planner, licensed engineer, or RPLS; scale; date of preparation; north arrow; & location of property according to abstract/survey records
- 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.
- 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: _____

**AGREEMENT TO THE PLACEMENT OF NOTIFICATION SIGNS
AND ACKNOWLEDGEMENT OF NOTIFICATION REQUIREMENTS**

The City of San Marcos Development Code requires public notification in the form of notification signs on the subject property, published notice, and / or personal notice based on the type of application presented to the Planning Commission and / or City Council.

- Notification Signs: if required by code, staff shall place notification signs on each street adjacent to the subject property and must be placed in a visible, unobstructed location near the property line. It is unlawful for a person to alter any notification sign, or to remove it while the request is pending. However, any removal or alteration that is beyond the control of the applicant shall not constitute a failure to meet notification requirements. ***It shall be the responsibility of the applicant to periodically check sign locations to verify that the signs remain in place had have not been vandalized or removed. The applicant shall immediately notify the responsible official of any missing or defective signs. It is unlawful for a person to alter any notification sign, or to remove it while the case is pending; however, any removal or alteration that is beyond the control of the applicant shall not constitute a failure to meet notification requirements.***
- Published Notice: if required by code, staff shall publish a notice in a newspaper of general circulation in accordance with City Codes and the Texas Local Government Code. ***If, for any reason, more than one notice is required to be published it may be at the expense of the applicant. The renotification fee shall be \$88 plus an \$12 technology fee.***
- Personal Notice: if required by code, staff shall mail personal notice in accordance with City Codes and the Texas Local Government Code. ***If, for any reason, more than one notice is required to be mailed it may be at the expense of the applicant. The renotification fee shall be \$88 plus a \$12 technology fee.***

I have read the above statements and agree to the required public notification, as required, based on the attached application. The City's Planning and Development Services Department staff has my permission to place signs, as required, on the property and I will notify City staff if the sign(s) is/are damaged, moved or removed. I understand the process of notification and public hearing and hereby submit the attached application for review by the City.

Signature: _____

Date: _____

Print 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: _____