

SUBDIVISION PLAT APPLICATION - FORM A

This section for staff use:

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Date / Time Received

Initials

Instructions: Complete or indicate as Not Applicable (NA) all items.

SECTION I.

1. SUBDIVISION NAME: _____

2. PLAT TYPE (See corresponding column, page 2):

New Plat

Revision (Vacate & Replat)

Revision w/public notice

3. PLAT LOCATION:

City limits

Extra-territorial jurisdiction (ETJ) of a city

Unincorporated & outside ETJ

4. PLAT DATA:

a. Total acreage: _____ b. Total acreage of lots: _____ c. Total acreage of roads: _____

d. Total acreage dedicated to the public as right-of-way: _____ No dedication of right-of-way to public

e. Total number of lots: _____ f. Linear feet of roads: _____

g. ROAD TYPE: Public Private No roads

h. DRAINAGE SYSTEM: Open ditch Curb & gutter No roads

i. WATER SYSTEM: Individual wells Public (TCEQ-certified public water system)

j. WASTEWATER SYSTEM: Public On-site sewage facilities (OSSF) Not applicable

k. Are you proposing a residential subdivision, manufactured housing community, multi-unit residential development, business park, or other similar structure that uses On-Site Sewage Facilities (OSSF) for sewage disposal? YES NO

l. Will the proposed subdivision activity affect any existing OSSF components? YES NO

m. IF YOU ANSWERED "YES" to Item k or l above, SUBMIT ITEM g. UNDER SECTION II on next page.

5. CONTACTS:

Property Owner(s): _____

Email: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Applicant/Authorized Agent: _____

Email: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

SECTION II.

APPLICATION REQUIREMENTS

(For more information, see **SUBDIVISION RULES & REGULATIONS** available at www.cceo.org.)

<input type="checkbox"/>	Action required
<input checked="" type="checkbox"/>	No action required

	<u>New plat</u>	<u>Revision</u>	<u>Revision w/public notice</u>
a. Plat Application Form A ~AND~ Application Fee (\$100 per resulting lot; add \$3,000 for plat with roads)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Completed <u>Variance Request form</u> * ~OR~ Letter stating "There are no variance requests."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Proposed Plat copies: 2 paper (18" x 24") + 1 emailed PDF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Recorded Deed(s) & Deed(s) of Trust indicating current ownership of all property being platted/replatted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Completed <u>Application Form for Cancellation or Revision of All or Part of a Recorded Subdivision</u> *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. List of adjacent property owner names & addresses ~AND~ legal notice fee (\$125.00)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g. CCEO APPROVAL of <u>Application for Licensing Authority Recommendation for Private Sewerage Facilities</u> * See Items k, l, & m under Section I.4 on previous page for conditions. (Contact: boydro@co.comal.tx.us)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. APPROVAL OF FLOODPLAIN LOCATION by Floodplain Coordinator (Contact: griffk@co.comal.tx.us)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Comment Letters (referencing plat review) from servicing utilities:			
I. Electric	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II. Telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Tax Certificates signed by Tax Office showing current property taxes paid in full (ORIGINAL, no copies)**	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. USGS plat location map	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
l. Existing Improvement Sketch showing new lot layout, including wells & all OSSF components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. Master Plan ~OR~ Letter stating "Owner has no additional property contiguous to plat."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n. <u>Lienholder Acknowledgment</u> * ~OR~ Letter stating "no liens on plat property" (ORIGINAL, no copies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o. Water Availability Certification (not required for plats resulting in 5 or fewer lots)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p. Storm Water Drainage <input type="checkbox"/> Inundation Analysis & <input type="checkbox"/> Downstream Impact Analysis (sealed by Reg. P.E.) ~AND~ <input type="checkbox"/> Construction Cost Estimate, <input type="checkbox"/> Surety, & <input type="checkbox"/> Construction Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
q. TxDOT Area Engineer plat comments ~OR~ Letter stating "Plat does not front on a TxDOT-maintained road."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
r. TCEQ approval (per 30 TAC, Ch. 213) for development over Edwards Aquifer Recharge Zone ~OR~ Letter stating "Plat is not located over the Edwards Aquifer Recharge Zone."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Form available at the County Engineer's Office, 195 David Jonas Dr., New Braunfels, TX 78132 (830-608-2090)

** Additional documentation of property tax payment may be required after Sept. 1 of any given year, per Property Code § 12.002(e).

SECTION III. (PLATS WITH PROPOSED ROADS)

s. Roads & Drainage Construction <input type="checkbox"/> Cost Estimate, <input type="checkbox"/> Surety, & <input type="checkbox"/> Construction Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
t. Roads & Drainage Construction Plans & Calculations (prepared by a Registered Professional Engineer)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
u. Plans and Profiles for proposed roads with grades exceeding 10% ~OR~ Letter stating "All road grades are less than 10%."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v. Approval Letter from County Address Coordinator for proposed street names (Contact: braunh@co.comal.tx.us)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
w. Private Roads: <input type="checkbox"/> Maintenance Plan, <input type="checkbox"/> Subdivision CCRs & <input type="checkbox"/> Bylaws, <input type="checkbox"/> Security Gate Construction Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

● **PLEASE EMAIL PDF COPIES** OF PLAT, MASTER PLAN, STORM WATER DRAINAGE REPORT, AND CONSTRUCTION PLANS.

I affirm that I have provided all information required for my plat type and that this submission constitutes a complete plat application. I understand that the County will notify me of any missing documents and/or information necessary to complete this application within 10 business days of the County's receipt of this application. In addition, I consent to online posting/public release of my email address associated with this application.

Property Owner Signature _____ Print name _____ Date _____

Applicant Signature _____ Print name _____ Date _____