

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 (See g.2, Sec. 2)  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](http://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.1. 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"/>
g.2. Provide executive summary and overall sewer layout.	<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. Source of water      Public <input type="checkbox"/> Private <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lots within the proposed subdivision that <b>will</b> be served by TCEQ approved public water supply and will utilize individual on-site sewage facility methods for sewage disposal, shall provide for individual lots having surface areas of at least 1.0 acre.			
Lots within the proposed subdivision that <b>will not</b> be served by a TCEQ approved public water supply and will utilize individual on-site sewage facility methods for wastewater treatment, shall provide for individual lots having surface areas of at least 5.01 acres.			
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: cortec@co.comal.tx.us) (Provide mail kiosk location if applicable)	<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.

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SECTION IV.

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**SIGNATURE OF OWNER/APPLICANT**

By signing this application, I certify that:

- I have provided all information required for my plat type and that this submission constitutes a complete plat application.
- I understand it is my responsibility to coordinate with all public utilities and as a result of this coordination, public utility elements have been placed on the plat accordingly.
- 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.
- I consent to online posting/public release of my email address associated with this application.

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Property Owner Signature

Print name

Date

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Applicant Signature

Print name

Date