

SUBDIVISION PLAT APPLICATION FORM B
AMENDING PLAT

This section for staff use:

Table with 3 columns and 2 rows for staff use.

Date / Time Received

Initials

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

SECTION I.

a. EXISTING SUBDIVISION PLAT BEING AMENDED, including recording information:

Blank lines for recording information.

b. PROPOSED AMENDING PLAT TITLE:

Blank lines for proposed amending plat title.

c. Total acreage of lots: d. Total number of lots:

e. Inside city limits ETJ Unincorporated & outside ETJ

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

g. WASTEWATER SYSTEM: Public Individual on-site sewage facilities

h. 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 for sewage disposal? Yes No

i. Will the proposed subdivision activity affect any existing On-Site Sewage Facilities components? Yes No

j. If you answered "Yes" to item h or i above, please submit item d on the next page.

CONTACTS:

Property Owner(s):

Email: Phone:

Address:

City: State: Zip:

Applicant/Authorized Agent:

Email: Phone:

Address:

City: State: Zip:

SECTION II.

APPLICATION REQUIREMENTS

There are no review fees for this plat application. Recording fees will be calculated and collected prior to plat approval.

- a. **Application Form B** (this form, completed and signed)
- b. **Proposed Plat**--1 paper copies (18" x 24") + 1 emailed PDF
- c. **Recorded Deeds** (copies) indicating current ownership of all property within plat boundary
- d. **APPROVAL signed by Asst. County Engr. of Licensing Authority Recommendation for Private Sewerage Facilities** application (See items h, i, and j on previous page for conditions.)
- e. **Tax Certificates**--sealed by Tax Office--showing current year's taxes paid in full (ORIGINAL-no copies)
Additional documentation of property tax payment may be required after Sept. 1 of any given year, per Property Code § 12.002(e).
- f. **Lienholder Acknowledgement** (ORIGINAL-no copies) -OR- letter stating "no liens on plat property"
- g. **Property Owner's Statement regarding Subdivision Covenants & Restrictions** (plus POA/HOA correspondence, if applicable)

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 within 10 business days of receipt of this application, Comal County will notify me of any missing documents and/or information necessary to complete this application. Furthermore, I consent to the online posting/public release of my email address associated with this plat application.

Owner or Authorized Agent Signature

Printed Name

Date