SUBDIVISION PLAT APPLICATION - FORM NP

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

SECTION I.

1. SUBDIVISION NAME: ____________________________________________

2. PLAT LOCATION:

   □ City limits
   □ Extra-territorial jurisdiction (ETJ) of a city
   □ Unincorporated & outside ETJ

3. 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: □ Public (TCEQ certified public water supply system)
   j. WASTEWATER SYSTEM: □ Public (See e.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 e.1 UNDER SECTION II on next page.

4. 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.)

New Plat

- Plat Application Form NP ~AND~ Application Fee ($100 per resulting lot; add $3,000 for plat with roads)
- Completed Variance Request form * ~OR~ Letter stating "There are no variance requests."
- Proposed Plat copies: 1 paper (18" x 24") + 1 emailed PDF
- Recorded Deed(s) & Deed(s) of Trust indicating current ownership of all property being platted
- CCEO APPROVAL of Application for Licensing Authority Recommendation for Private Sewerage Facilities *
  - See Items k, l, & m under Section I.3 on previous page for conditions. (Contact: boydro@co.comal.tx.us)
- Provide executive summary and overall sewer layout
- APPROVAL OF FLOODPLAIN LOCATION by Floodplain Coordinator (Contact: griffk@co.comal.tx.us)
- Comment Letters (referencing plat review) from servicing utilities:
  - I. Electric
  - II. Telephone
  - III. Water
- Tax Certificates signed by Tax Office showing current property taxes paid in full (ORIGINAL, no copies)**
- USGS plat location map
- Existing Improvement Sketch on new lot layout, including wells & all OSSF components
- Master Plan ~OR~ Letter stating "Owner has no additional property contiguous to plat."
- Lienholder Acknowledgment * ~OR~ Letter stating "no liens on plat property" (ORIGINAL, no copies)
- Water Availability Certification (not required for plats resulting in 5 or fewer lots)
- Storm Water Drainage □ Inundation Analysis & □ Downstream Impact Analysis (sealed by Reg. P.E.) ~AND~
  □ Construction Cost Estimate, □ Surety, & □ Construction Schedule
- TxDOT Area Engineer plat comments ~OR~ Letter stating "Plat does not front on a TxDOT-maintained road."
- 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."
  * Form available at the Comal 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)

- Roads & Drainage Construction □ Cost Estimate, □ Surety, & □ Construction Schedule
- Roads & Drainage Construction Plans & Calculations (prepared by a Registered Professional Engineer)
- Plans and Profiles for proposed roads with grades exceeding 10% ~OR~
  Letter stating "All road grades are less than 10%.
- Approval Letter from County Address Coordinator for proposed street names (Contact: braunh@co.comal.tx.us)
  (Provide mail kiosk location if applicable)
- Private Roads: □ Maintenance Plan, □ Subdivision CCRs & □ Bylaws, □ Security Gate Construction Plans
  ▲ PLEASE INCLUDE (1) 11 x 17 PAPER COPY OF PLANS
  ▲ 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 Comal County’s receipt of this plat application. In addition, I consent to the online posting/public release of my email address associated with this plat application.

Owner Signature  Print name  Date

Authorized Agent Signature  Print name  Date

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