

SUBDIVISION PLAT APPLICATION - FORM NP

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 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)  Individual wells

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](http://www.cceo.org).)

	<u>New Plat</u>
a. Plat Application Form NP ~AND~ Application Fee (\$100 per resulting lot; add \$3,000 for plat with roads)	<input type="checkbox"/>
b. Completed <u>Variance Request form</u> * ~OR~ Letter stating "There are no variance requests."	<input type="checkbox"/>
c. Proposed Plat copies: 1 paper (18" x 24") + 1 emailed PDF	<input type="checkbox"/>
d. Recorded Deed(s) & Deed(s) of Trust indicating current ownership of all property being platted	<input type="checkbox"/>
e.1. CCEO APPROVAL of <u>Application for Licensing Authority Recommendation for Private Sewerage Facilities</u> * See Items k, l, & m under Section I.3 on previous page for conditions. (Contact: boydro@co.comal.tx.us)	<input type="checkbox"/>
e.2. Provide executive summary and overall sewer layout	<input type="checkbox"/>
f. APPROVAL OF FLOODPLAIN LOCATION by Floodplain Coordinator (Contact: griffk@co.comal.tx.us)	<input type="checkbox"/>
g. Comment Letters (referencing plat review) from servicing utilities:	
I. Electric	<input type="checkbox"/>
II. Telephone	<input type="checkbox"/>
III. Water	<input type="checkbox"/>
h. Tax Certificates signed by Tax Office showing current property taxes paid in full (ORIGINAL, no copies)**	<input type="checkbox"/>
i. USGS plat location map	<input type="checkbox"/>
j. Existing Improvement Sketch on new lot layout, including wells & all OSSF components	<input type="checkbox"/>
k. Master Plan ~OR~ Letter stating "Owner has no additional property contiguous to plat."	<input type="checkbox"/>
l. <u>Lienholder Acknowledgment</u> * ~OR~ Letter stating "no liens on plat property" (ORIGINAL, no copies)	<input type="checkbox"/>
m. Water Availability Certification (not required for plats resulting in 5 or fewer lots)	<input type="checkbox"/>
n. 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"/>
o. TxDOT Area Engineer plat comments ~OR~ Letter stating "Plat does not front on a TxDOT-maintained road."	<input type="checkbox"/>
p. 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"/>

\* 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 )**

q. Roads & Drainage Construction <input type="checkbox"/> Cost Estimate, <input type="checkbox"/> Surety, & <input type="checkbox"/> Construction Schedule	<input type="checkbox"/>
r. Roads & Drainage Construction Plans & Calculations (prepared by a Registered Professional Engineer)	<input type="checkbox"/>
s. Plans and Profiles for proposed roads with grades exceeding 10% ~OR~ Letter stating "All road grades are less than 10%."	<input type="checkbox"/>
t. Approval Letter from County Address Coordinator for proposed street names (Contact: braunh@co.comal.tx.us) (Provide mail kiosk location if applicable)	<input type="checkbox"/>
u. 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"/>

• 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