

SUBDIVISION PLAT APPLICATION - FORM VR

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:  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.

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).)

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

**Revision**                      **Revision w/public notice**

- |  |                                     |                          |
|--|-------------------------------------|--------------------------|
| a. Plat Application Form VR ~AND~ Application Fee (\$100 per resulting lot; add \$3,000 for plat with roads)   | <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"/> |
| c. Proposed Plat copies: 1 paper (18" x 24") + 1 emailed PDF   | <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"/> |
| e. Completed <u>Application Form for Cancellation or Revision of All or Part of a Recorded Subdivision</u> *   | <input type="checkbox"/>            | <input type="checkbox"/> |
| f. Will this revision require a variance request? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                                     |                          |
| <b>If you answered "Yes" please provide:</b>   |                                     |                          |
| f.1. List of adjacent property owner names & addresses ~AND~ legal notice fee (\$125.00)   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| g.1. CCEO APPROVAL of <u>Application for Licensing Authority Recommendation for Private Sewerage Facilities</u> *<br>See Items k, l, & m under Section I.3 on previous page for conditions. (Contact: boydro@co.comal.tx.us)   | <input type="checkbox"/>            | <input type="checkbox"/> |
| g.2. CCEO APPROVAL of <u>Wastewater Disposal Application</u> *   | <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"/> |
| i. Source of water              Public <input type="checkbox"/> Private <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"/> |
| k. Existing Improvement Sketch showing new lot layout, including wells & all OSSF components   | <input type="checkbox"/>            | <input type="checkbox"/> |
| l. Master Plan ~OR~ Letter stating "Owner has no additional property contiguous to plat."  | <input type="checkbox"/>            | <input type="checkbox"/> |
| m. <u>Lienholder Acknowledgment</u> * ~OR~ Letter stating "no liens on plat property" (ORIGINAL, no copies)  | <input type="checkbox"/>            | <input type="checkbox"/> |
| n. Water Availability Certification (not required for plats resulting in 5 or fewer lots)  | <input type="checkbox"/>            | <input type="checkbox"/> |
| o. Storm Water Drainage <input type="checkbox"/> Inundation Analysis & <input type="checkbox"/> Downstream Impact Analysis (sealed by Reg. P.E.) ~AND~<br><input type="checkbox"/> Construction Cost Estimate, <input type="checkbox"/> Surety, & <input type="checkbox"/> Construction Schedule | <input type="checkbox"/>            | <input type="checkbox"/> |
| p. TxDOT Area Engineer plat comments ~OR~ Letter stating "Plat does not front on a TxDOT-maintained road."   | <input type="checkbox"/>            | <input type="checkbox"/> |
| q. 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"/> |
| r. Property Owner's Statement regarding Subdivision Covenants & Restrictions (plus POA/HOA correspondence, if applicable).   | <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"/> |
| t. Roads & Drainage Construction Plans & Calculations (prepared by a Registered Professional Engineer)  | <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"/> |
| v. Approval Letter from County Address Coordinator for proposed street names (Contact: address@co.comal.tx.us)<br>(Provide mail kiosk location if applicable)                                       | <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"/> |

• 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.

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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 easements 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