

SUBDIVISION PLAT APPLICATION - FORM VR

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

This section for staff use:

Date / Time Received

Initials

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.)

☐ Action required

☒ 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		
If you answered "Yes" please provide:		
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> * 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 will 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 will not 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~ <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) (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.

SECTION IV.

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.

Property Owner Signature

Print name

Date

Applicant Signature

Print name

Date

2/c



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ORDER # 487



STATE OF TEXAS

§

IN THE COMMISSIONERS COURT

COUNTY OF COMAL

§

**ORDER ADOPTING TEXAS LOCAL GOVERNMENT CODE §212.014 AS AN
ADDITIONAL PROCEDURE FOR PLAT REVISION**

WHEREAS, Comal County regulates the revisions of plats pursuant to Texas Local Government Code Chapter 232, §232.009; and

WHEREAS, the use of the current Comal County Revision Of Plat procedure results in extended time for approval and additional cost to the property owners of Comal County; and

WHEREAS, Texas Local Government Code Chapter 232, §232.0095(a) states this section applies only to real property located outside municipalities and outside the extraterritorial jurisdiction, as determined under Chapter 42, of municipalities with a population of 1.5 million or more; and

WHEREAS, large amounts of Comal County meets the requirement of Local Government Code Chapter 232, §232.0095(a); and

WHEREAS, Texas Local Government Code Chapter 232, §232.0095(b) states that as an alternative to the provisions in § 232.009 governing the revision of plats, a county, by order, may adopt the provisions in §212.014, governing replatting without vacating the preceding plat; and

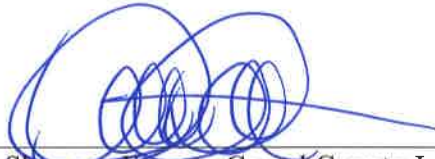
WHEREAS, pursuant to Texas Local Government Code Chapter 212, §212.014, a replat of a subdivision or part of a subdivision may be recorded and is controlling over the preceding plat without vacation of that plat if the replat:

- (1) is signed and acknowledged by only the owners of the property being replatted;
- (2) is approved by the municipal authority responsible for approving plats; and
- (3) does not attempt to amend or remove any covenants or restrictions; and

WHEREAS, adoption of Texas Local Government Code §212.014 will benefit Comal County property owners.

NOW, THEREFORE, BE IT ORDERED that the Commissioners Court of Comal County has considered the matter and deems it appropriate to adopt Texas Local Government Code §212.014 as an additional procedure for plat revision.

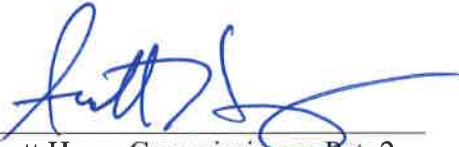
SIGNED THIS 15th DAY OF December, 2022.



Sherman Krause, Comal County Judge



Donna Eccleston, Commissioner, Pct. 1



Scott Haag, Commissioner, Pct. 2



Kevin Webb, Commissioner, Pct. 3



Jen Crownover, Commissioner, Pct. 4

Attest: 
Bobby Koepp, Comal County Clerk



Filed and Recorded
Official Public Records
Bobbie Koepp, County Clerk
Comal County, Texas
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