

SUBDIVISION PLAT APPLICATION - FORM A

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 TYPE (See corresponding column, page 2):

- Plat type options: New Plat, Revision (Vacate & Replat), Revision w/public notice

3. PLAT LOCATION:

- Plat location options: Inside city limits, Extra-territorial jurisdiction (ETJ) of a city, Unincorporated & outside ETJ

4. 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 [] Individual on-site sewage facilities (OSSF)

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(s) k and/or l above, please submit Item g. under Section II on the next page.

5. CONTACTS:

Property Owner(s): _____

Email: _____ Phone: _____ Fax: _____

Address: _____

City: _____ State: _____ Zip: _____

Applicant (please sign application, pg. 2): _____

Email: _____ Phone: _____ Fax: _____

Address: _____

City: _____ State: _____ Zip: _____

SECTION II.

APPLICATION REQUIREMENTS

(For definitions of requirements, see SUBDIVISION RULES & REGULATIONS available at www.cceo.org.)

<input type="checkbox"/>	Action required
<input type="checkbox"/>	Conditional action req'd
<input type="checkbox"/>	No action required

	<u>New plat</u>	<u>Revision</u>	<u>Revision w/public notice</u>
a. This completed Application Form A ~AND~ Application Fees (\$100 per resulting lot)	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
c. 5 copies of the Proposed Plat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Copies of Recorded Deeds indicating current ownership of property within plat boundary	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
f. List of all adjacent property owners ~AND~ their addresses ~AND~ legal notice fee (\$75.00)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. CCEO APPROVAL of <u>Application for Licensing Authority Recommendation for Private Sewerage Facilities</u> * (See Items k, l, & m under Section I.4 on previous page for conditions.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Written Approval from Comal County Floodplain Coordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Comment Letters (referencing plat review) from servicing utilities:			
I. Electric	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II. Telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Tax Certificates (original) -Tax Office signed & sealed - showing current year's taxes paid in full	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. USGS plat location map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. Existing Improvement Sketch showing all improvements, including wells & all components of OSSFs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. Master Plan ~OR~ letter stating owner has no additional property contiguous to plat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n. <u>Lienholder Acknowledgment</u> * (original) ~OR~ Letter stating there are no liens on plat property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o. Water Availability Certification (for plats or master plans consisting of more than 5 lots)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p. Storm Water Drainage Analyses, signed & sealed by Registered P.E., ~AND~ Surety, with Construction Cost Estimate & Construction Schedule (If surety is not applicable, submit explanation.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
q. TxDOT Area Engineer plat approval ~OR~ Letter stating plat does not front TxDOT road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
r. TCEQ approval (pursuant to 30 TAC, Ch. 213) for development over the Edwards Aquifer Recharge Zone, ~OR~ Letter stating that plat is not located over the Edwards Aquifer Recharge Zone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION III. (For plats with proposed roads)

s. Cost Estimate based on/projected to surety expiration date, ~AND~ Surety, ~AND~ Construction Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
t. Drainage Plans & Calculations prepared by Registered Professional Engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
u. Plans and Profiles for proposed roads with grades exceeding 10%, ~OR~ Letter stating that all existing road slopes are less than 10%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v. Approval Letter(s) from Comal County Address Coordinator for all proposed street names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
w. Private Road Compliance Documentation, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 Comal County's receipt of this plat application, the County will notify me of any missing documents and/or information necessary to complete this application.

Applicant Signature

Date

* Form/application available at the Comal County Engineer's Office, 195 David Jonas Dr., New Braunfels, TX 78132 (830-608-2090)