SUBDIVISION PLAT APPLICATION - FORM A

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

SECTION I.

1. SUBDIVISION NAME: ____________________________________________________________

2. PLAT TYPE (See corresponding column, page 2):

   [ ] New Plat                      [ ] Revision (Vacate & Replat)                      [ ] Revision w/public notice

3. PLAT LOCATION:

   [ ] 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 k or l above, SUBMIT ITEM g. UNDER SECTION II on next page.

5. 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](#).)

<table>
<thead>
<tr>
<th>New plat</th>
<th>Revision</th>
<th>Revision w/public notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Action required</td>
<td>[ ] No action required</td>
<td></td>
</tr>
</tbody>
</table>

- **a.** This completed Application Form A ~AND~ Application Fee ($100 per resulting lot)
- **b.** Completed [Variance Request form](#) ~OR~ Letter stating "There are no variance requests."
- **c.** 5 copies of the Proposed Plat (18” x 24”)
- **d.** Copies of Recorded Deeds indicating current ownership of all property being platted/replatted
- **e.** Completed [Application Form for Cancellation or Revision of All or Part of a Recorded Subdivision](#)
- **f.** List of adjacent property owner names & addresses ~AND~ legal notice fee ($125.00)
- **g.** CCEO APPROVAL of [Application for Licensing Authority Recommendation for Private Sewerage Facilities](#)

See Items k, l, & m under Section I.4 on previous page for conditions. (Contact: boydro@co.comal.tx.us)

- **h.** APPROVAL OF FLOODPLAIN LOCATION by Floodplain Coordinator (Contact: griffk@co.comal.tx.us)
- **i.** Comment Letters (referencing plat review) from servicing utilities: I. Electric II. Telephone
- **j.** Tax Certificates signed by Tax Office showing current property taxes paid in full (ORIGINAL, no copies)**
- **k.** USGS plat location map
- **l.** Existing Improvement Sketch on new lot layout, including wells & all OSSF components
- **m.** Master Plan ~OR~ Letter stating "Owner has no additional property contiguous to plat."
- **n.** [Lienholder Acknowledgment](#) ~OR~ Letter stating "no liens on plat property" (ORIGINAL, no copies)
- **o.** Water Availability Certification (not required for plats resulting in 5 or fewer lots)
- **p.** Storm Water Drainage Inundation Analysis & Downstream Impact Analysis (sealed by Reg. P.E.) ~AND~ Construction Cost Estimate, Surety, & Construction Schedule
- **q.** TxDOT Area Engineer plat comments ~OR~ Letter stating "Plat does not front on a TxDOT-maintained road."
- **r.** 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).

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**SECTION III. (PLATS WITH PROPOSED ROADS)**

- **s.** Roads & Drainage Construction ~OR~ Letter stating "All road grades are less than 10%.”
- **t.** Roads & Drainage Construction Plans & Calculations (prepared by a Registered Professional Engineer)
- **u.** Plans and Profiles for proposed roads with grades exceeding 10% ~OR~
- **v.** Approval Letter from County Address Coordinator for proposed street names (Contact: braunh@co.comal.tx.us)
- **w.** Private Roads: Maintenance Plan, Subdivision CCRs & Bylaws, Security Gate Construction Plans

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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.

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Owner or Authorized Agent Signature  | Print name  | Date
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Comal County Engineer's Office  | Page 2 of 2  | Rev. December 2018