

Request for Determination of Compliance for

**PLATTING REQUIREMENT or PLATTING EXEMPTION**

Mr. David C. Vollbrecht, P.E., Assistant Comal County Engineer  
195 David Jonas Dr.  
New Braunfels, TX 78132

Dear Mr. Vollbrecht,

Please determine whether or not the **EXISTING TRACT** or **PROPOSED DIVISION OF LAND**, as described by the information that I have attached and entered below, complies with Comal County Subdivision Rules and Regulations. I understand that I may need to provide additional information for this determination.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone #: \_\_\_\_\_

PLEASE ATTACH THE FOLLOWING ITEMS:

\_\_\_ **Sketch or survey** of the entire tract that is being divided, showing proposed division lines and acreage of existing and proposed tracts

\_\_\_ **Recorded deed(s)** indicating current ownership of the entire property (available from the Comal County Clerk's Office)

\_\_\_ **Recorded deed filed by the County Clerk prior to January 1, 2010** (to request "grandfathered" status for a tract)

\_\_\_ **Service letter from public water provider** (for tracts smaller than 5.01 acres, existing or proposed)

PROPERTY INFORMATION

Address, Property ID#, and/or legal description of existing property: \_\_\_\_\_

Are you proposing to divide an existing tract of land? YES \_\_\_ NO \_\_\_

If YES, what will each resulting tract be used for (including the remainder tract)? \_\_\_\_\_

Will a residence be built or placed on one or more of the resulting tracts of land? YES \_\_\_ NO \_\_\_

Describe your plans for using or selling the property: \_\_\_\_\_

If you propose to divide a tract, who would own the resulting tracts? \_\_\_\_\_  
\_\_\_\_\_

If you propose to transfer property to a relative or in-law, enter their name(s) and relationship(s) to the current property owner: \_\_\_\_\_  
\_\_\_\_\_

What is the source of drinking water for the proposed tract(s)?    ☐ Public water system    ☐ Private well

Name of water company, if applicable: \_\_\_\_\_

If proposed tract(s) are smaller than 5.01 acres, **submit a service letter** from the public water company for the tract(s).

**ON-SITE SEWAGE FACILITIES (OSSF):**

1. Please check the appropriate item(s) if you are planning one or more of the following for a tract.

- ☐ Structure(s) (including a residence) that would use On-Site Sewage Facilities (septic system) for sewage disposal
- ☐ Residential subdivision
- ☐ Manufactured housing community
- ☐ Multi-unit residential development
- ☐ Business park

2. Will any above structures affect or encroach upon existing OSSF (septic) components?    YES ☐    NO ☐

If YES, please explain: \_\_\_\_\_  
\_\_\_\_\_

**If the answer is YES to #1 or #2 above, please submit the following:**

- *Application for Licensing Authority Recommendation for Private Sewerage Facilities for a Proposed Subdivision* (attached)

The Licensing Authority application must be completed by a professional engineer or professional sanitarian. If you have questions about the specific requirements of the Licensing Authority application, please contact Robert Boyd, County Engineer ([Boydro@co.comal.tx.us](mailto:Boydro@co.comal.tx.us)).

**Application for Licensing Authority Recommendation  
for Private Sewerage Facilities for a Proposed Subdivision**

Date: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fee Schedule:

5 or less tracts: \$20/tract

6 or more tracts: \$100 base fee + \$5/tract

Total Fee: \$ \_\_\_\_\_

Received by: \_\_\_\_\_

**Make Check Payable to Comal County**

According to TAC §285.4(c), persons proposing residential subdivisions, manufactured housing communities, multi-unit residential developments, business parks, or other similar structures that use OSSFs for sewage disposal shall submit planning materials, prepared by a professional engineer or professional sanitarian, for these developments to the permitting authority and receive approval prior to submitting an OSSF application:

- An overall site plan
- Topographic map
- 100-year floodplain map
- Soil survey
- Location of water wells
- Locations of easements as identified in TAC §285.91(10) (relating to Tables)
- A complete report detailing the types of OSSFs to be considered and their compatibility with area-wide drainage and groundwater
- A comprehensive drainage plan
- Edwards Aquifer requirements that are pertinent to the proposed OSSF
- If the proposed development includes restaurants or buildings with food service establishments, the planning materials must show adequate land area for doubling the land needed for the treatment units

Comal County also asks for an existing improvements sketch and gate combination(s) in order to adequately inspect the site for use of OSSFs for sewage disposal.

\_\_\_\_\_  
Applicant/Agent Signature

-----  
Date of Review (must be within 45 days of receipt): \_\_\_\_\_

☐ Approved

☐ Denied

Reason(s) for Denial: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reviewer: \_\_\_\_\_, D.R.

**\* Note: This sheet shall be first with all planning materials listed above following behind.**