

# PRELIMINARY SUBDIVISION PLAT, REPLAT OR CONCEPT PLAT APPLICATION



Updated: March, 2017

Case # PC-\_\_\_\_-\_\_\_\_-\_\_\_\_

## CONTACT INFORMATION

Applicant's Name	Hermann Vigil	Property Owner	Robert W. McDonald, III
Applicant's Mailing Address	4303 Russell Drive, Austin TX 78704	Owner's Mailing Address	9811 S. IH 35 Building 3, Suite 100, Austin TX 78744
Applicant's Phone #	512 326-2667	Owner's Phone #	512 280-5353
Applicant's Email	hermann@vigilandassociates.com	Owner's Email	rwmc3@swbell.net

## PROPERTY INFORMATION

Proposed Subdivision Name: Replat of Lots 1 through 10, Park Court at Willow Creek

Subject Property Address or General Location: intersection of Stage Coach Trail and Primers Lane

Acres: 2.52 Tax ID #: R 143398 - 143407

Located in:  City Limits  Extraterritorial Jurisdiction (County) \_\_\_\_\_

## DESCRIPTION OF REQUEST

Type of Plat:  Preliminary Subdivision Plat  Replat  Concept Plat

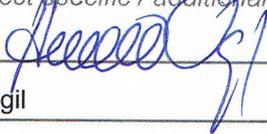
Proposed Number of Lots: 10 Proposed Land Use: 9 Lots Townhomes, 1 Lot Common/Open Space

## AUTHORIZATION

All required application documents are attached. I understand the fees for and the process of subdivision and understand my responsibility to be present at meetings regarding this application.

Filing Fee \$1,000 plus \$50 per acre Technology Fee \$11 **MAXIMUM COST \$2,511\***

Maximum Cost does not reflect specific / additional fees, as may be required for other plan review

Applicant's Signature:  Date: April 28/17

Printed Name: Hermann Vigil

To be completed by Staff: Date Submitted: \_\_\_\_\_ 5 Business Days from Submittal: \_\_\_\_\_

Completeness Review By: \_\_\_\_\_ Date: \_\_\_\_\_ Contact Date for Supplemental Info: \_\_\_\_\_

Supplemental Info Received (required w/in 5 days of contact): \_\_\_\_\_

Application Returned to Applicant: \_\_\_\_\_ Application Accepted for Review: \_\_\_\_\_

Comments Due to Applicant: \_\_\_\_\_ Resubmittal Date: \_\_\_\_\_ P&Z Meeting: \_\_\_\_\_

**CHECKLIST FOR PRELIMINARY SUBDIVISION / DEVELOPMENT PLAT, REPLAT OR CONCEPT PLAT**

Items Required for Complete Submittal		Staff Verification & Comments	
<input type="checkbox"/>	Pre-application conference with staff is recommended Please call 512-393-8230 to schedule	<input type="checkbox"/>	
<input type="checkbox"/>	Completed Application for Preliminary Subdivision or Concept Plat	<input type="checkbox"/>	
<input type="checkbox"/>	Legislative Requirements Complete (i.e. zoning, land use, etc.)	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Proof of record of ownership	<input type="checkbox"/>	<i>Recorded deed</i>
<input checked="" type="checkbox"/>	Current Tax Certificate	<input type="checkbox"/>	Showing no taxes owed
<input type="checkbox"/>	Names and addresses of property lien-holders (if applicable)	<input type="checkbox"/>	
<input type="checkbox"/>	Watershed Protection Plan (must be approved prior to plat approval)	<input type="checkbox"/>	may be submitted concurrently
<input type="checkbox"/>	Traffic Impact Analysis Worksheet	<input type="checkbox"/>	for Commercial or 100+ Residential
<input type="checkbox"/>	Public Improvement Construction Plan (must be approved prior to plat approval)	<input type="checkbox"/>	may be submitted concurrently
<input type="checkbox"/>	Additional Acknowledgements (pgs 5-7 of application)	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Notification Authorization	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Agent's authorization to represent the property owner	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Application Filing Fee \$1,000 + \$50 per acre (\$2,500 max) Technology Fee \$11 Specific & Additional Fees as noted below	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	1 digital and 5 18x24 hard copies of plat	<input type="checkbox"/>	
<input type="checkbox"/>	For Concept Plats: <ul style="list-style-type: none"> <li>Residential compatibility site plan, where applicable with an additional fee of \$85</li> <li>Cluster development plan, where applicable with additional fee of \$29 per acre (\$100 min / \$1,500 max)</li> </ul>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	For Replats with or without Vacation of Previously Recorded Plat: <ul style="list-style-type: none"> <li>Detailed description of the purposes and circumstances that warrant change of the recorded plat identifying all lots, easements or improvements affected by the proposed change</li> <li>With Vacation of Previously Recorded Plat fee of \$168</li> <li>Replats which are not approved administratively have a maximum fee of \$3,000</li> </ul>	<input type="checkbox"/>	

Subdivision plat with the following: (not required for Concept Plat)

- Minimum scale 1" = 200'
- Final layout prepared by a registered engineer or surveyor
- Vicinity map
- Scale and north arrow for plat and location map.
- Boundary lines, abstract/survey lines, corporate/ jurisdiction boundaries
- Location, dimension, name and description of all existing/recorded streets, alleys, reservations, easements, railroad rights of way, etc. within, intersecting or contiguous with subdivision.
- Location, dimension, name and description of all proposed streets, alleys, reservations, easements, proposed ROW's within subdivision, intersecting or contiguous with boundaries for forming boundaries.
- List of proposed street names for all new streets, with County approval.
- Bearings and distances sufficient to locate the exact area proposed.
- All survey monuments including any required concrete monuments.
- The length and bearing of all straight lines, radii, arc lengths, tangent lengths and central angles of all curves (may be placed in a table).
- Accurate reference ties via courses and distances to at least one recognized abstract or survey corner, or existing subdivision corner.
- Accurate reference tie to City of San Marcos Benchmark. Control point data is located at the following link: <http://www.ci.san-marcos.tx.us/modules/showdocument.aspx?documentid=4784>
- Name, location & recording info of all adjacent subdivisions or owners.
- Location of all existing property lines, lot/block numbers & date recorded parks, public areas, and easements of record with recording information.
- Proposed arrangement and square footage of lots and proposed use.
- Sites to be reserved or dedicated for parks, schools, playgrounds, other public uses or for private facilities and amenities if applicable.
- Copies of proposed deed restrictions or covenants for any proposed access, maintenance or private easements.
- A note declaring sidewalks are required.
- A note stating whether or not the subdivision falls within the 100-year floodplain and if so, the engineer's statement of the minimum permissible floor elevation.
- Notes declaring whether the land falls within designated watersheds, Edward's Aquifer Zones and/or San Marcos River Corridor.
- Standard legend for interpretation of points and lines.
- Title block: name of subdivision; contact information for owner/s and land planner, licensed engineer, or RPLS; scale; date of preparation; north arrow; & location of property according to abstract/survey records
- Preamble (aka Owner's Acknowledgement and Dedication) with owner(s) name(s) and title(s), acreage of area to be platted as described in Public Records, and proposed subdivision name.
- Owner(s) signature block with notary block.
- Certificate of approval by the Planning and Zoning Commission with signature lines for the Chair, Director of Development Services, Director of CIP and Engineering, and Recording Secretary.
- Surveyor statement and signature block with seal.
- Engineer statement and signature block. Required for all plats where new streets are being proposed or there is floodplain as per FEMA or other drainage easements required on or off site of the property.
- Certificate of recording block for County Clerk.



**Additional information may be required at the request of the Department**

## SUBDIVISION IMPROVEMENT AGREEMENT ACKNOWLEDGEMENT

I understand, whenever public improvements to serve the development are deferred until after Final Subdivision or Development Plat approval, the property owner shall enter into a Subdivision Improvement Agreement by which the owner covenants to complete all required public improvements no later than two (2) years following the date upon which the Final Plat is approved.

- All required public improvements will be completed prior to approval of the Final Subdivision or Development Plat
- I wish to defer installation of public improvements until after approval of the Final Subdivision or Development Plat and have attached a Subdivision Improvement Agreement to be considered along with this Plat application
- The attached Minor / Amending Plat Application does not require a Subdivision Improvement Agreement

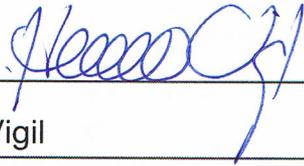
Signature of Applicant: 

Date: April 28/17

Printed Name: Hermann Vigil

## WAIVER TO 30-DAY STATUTORY REQUIREMENT

I agree to comply with all platting requirements of the City of San Marcos and understand that the plat will not be administratively approved or forwarded to the Planning and Zoning Commission for consideration unless and until all plat comments are satisfactorily addressed. I understand that the review and approval of a Watershed Protection Plan, Public Improvement Construction Plans and / or other additional documentation may be required to fully address plat comments. I understand that staff will not unreasonably or arbitrarily postpone approval of my plat and voluntarily waive my right to the 30-day statutory requirement that plat applications be acted upon within 30 days of the official filing date.

Signature of Applicant: 

Date: April 28/17

Printed Name: Hermann Vigil

## RECORDATION REQUIREMENTS\*\*\* (To be completed by staff)

**The following are required for recordation, following approval of a Plat application:**

- Two (2) mylars of the subdivision plat (*Comal Co. requires White 20# Bond Paper*)
- Recording Fee: \$ \_\_\_\_\_
- Reprinted Tax Receipt
- Tax Certificate (paid prior to January 31<sup>st</sup> of current year)

**Other possible recording requirements:**

- If public improvements were deferred, Subdivision Improvement Agreement
- Subdivision Improvement Agreement recording fee: \$ \_\_\_\_\_
- Other legal documents referenced on the plat (i.e. easement dedication by separate instrument, HOA documents)
- Other recording fee: \$ \_\_\_\_\_

\*\*\*Recordation fees, mylars, and other requirements are not due at the time of submittal. Fees will depend on the number of pages needed for recordation and the County in which they are recorded. The total will be calculated upon approval.

Replat Lots 1-10 Park Court at Willow Creek

**WASTEWATER UTILITY SERVICE ACKNOWLEDGEMENT**

Utility service codes are to be indicated as applicable in the space provided in each acknowledgement listed below according to the following designations:

- Adequate service is currently available to the subject property
- Adequate service is not currently available, but arrangements have been made to provide it
- Adequate service is not currently available, and arrangements have not been made to provide it
- Easement(s) are needed within the subject property

Name of Wastewater Service Provider: City of San Marcos

Applicable Utility Service Code(s): \_\_\_\_\_

OR, the use of either 1) \_\_\_\_\_ a private wastewater treatment system, or 2) \_\_\_\_\_ septic tanks, is approved for all lots in the proposed subdivision which are not required to connect to the City of San Marcos wastewater system.

Comments / Conditions: Shift in lot lines will require realignment of wastewater services to match new lot lines. Realignment may require new taps and services. Work to be completed by developer.

Signature of Wastewater Official: *Lloyd Juarez*

Title: Wastewater Collections Manager Date: April 28, 2017

## GAS UTILITY SERVICE ACKNOWLEDGEMENT

Utility service codes are to be indicated as applicable in the space provided in each acknowledgement listed below according to the following designations:

- Adequate service ***is*** currently available to the subject property
- Adequate service ***is not*** currently available, but arrangements ***have*** been made to provide it
- Adequate service ***is not*** currently available, and arrangements ***have not*** been made to provide it
- Easement(s) are needed within the subject property

Name of Gas Service Provider: CenterPoint Energy

Applicable Utility Service Code(s): A

Comments / Conditions: \_\_\_\_\_

Signature of Gas Company Official: Devin Kleinfelder

Title: Marketing Consultant Date: 4/27/2017

## ELECTRIC UTILITY SERVICE ACKNOWLEDGEMENT

Utility service codes are to be indicated as applicable in the space provided in each acknowledgement listed below according to the following designations:

- A-  Adequate service is currently available to the subject property
- B-  Adequate service is not currently available, but arrangements have been made to provide it
- C-  Adequate service is not currently available, and arrangements have not been made to provide it
- D-  Easement(s) are needed within the subject property

Name of Electric Service Provider: SAN MARCOS ELECTRIC UTILITY

Applicable Utility Service Code(s): C

Comments / Conditions: DEVELOPER WILL MAKE ARRANGEMENTS FOR THE POWER NEEDED ONCE DEVELOPMENT BEGINS

Signature of Electric Company Official: Wade Hudson

Title: ELECTRICAL ENGINEERING TECH. Date: 4/27/17

Replot of Park Court of Willow Creek

WATER UTILITY SERVICE ACKNOWLEDGEMENT

Utility service codes are to be indicated as applicable in the space provided in each acknowledgement listed below according to the following designations:

- Adequate service **is** currently available to the subject property
- Adequate service **is not** currently available, but arrangements **have** been made to provide it
- Adequate service **is not** currently available, and arrangements **have not** been made to provide it
- Easement(s) are needed within the subject property

Name of Water Service Provider: City of San Marcos

Applicable Utility Service Code(s): \_\_\_\_\_

Comments / Conditions: all existing water taps must be

abandoned at the tap or relocated outside of property lines

Signature of Water Official: Tommy Johnson

Title: Water Dept Manager

Date: 5-1-07

## TELEPHONE UTILITY SERVICE ACKNOWLEDGEMENT

Utility service codes are to be indicated as applicable in the space provided in each acknowledgement listed below according to the following designations:

- Adequate service ***is*** currently available to the subject property
- Adequate service ***is not*** currently available, but arrangements ***have*** been made to provide it
- Adequate service ***is not*** currently available, and arrangements ***have not*** been made to provide it
- Easement(s) are needed within the subject property

Name of Telephone Service Provider: \_\_\_\_\_

Applicable Utility Service Code(s): \_\_\_\_\_

Comments / Conditions: \_\_\_\_\_

\_\_\_\_\_

Signature of Telephone Company Official: \_\_\_\_\_

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

*CenturyLink has services in the ground at this location. They do not respond to calls or emails to the San Marcos office, but we are assuming that another company has taken their service in this area.*

*D. Sheets  
Vigil & Associates*

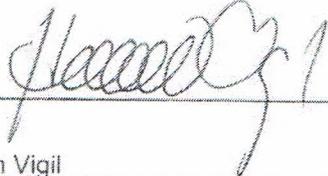
**AGENT AUTHORIZATION TO REPRESENT PROPERTY OWNER**

I, Robert W. McDonald, III (Managing Partner for WDG-PARK, Ltd.) (owner) acknowledge that I am the rightful owner of the property located at 115 Primers Lane and 362-378 (Even only) Stagecoach Trail (address).

I hereby authorize Hermann Vigil (agent name) to serve as my agent to file this application for Replat (application type), and to work with the Responsible Official / Department on my behalf throughout the process.

Signature of Property Owner:  Date: 5-1-17

Printed Name: Robert W. McDonald, III

Signature of Agent:  Date: April 28/17

Printed Name: Hermann Vigil

To be completed by Staff: Case # \_\_\_\_\_