

# PRELIMINARY SUBDIVISION PLAT, REPLAT OR CONCEPT PLAT APPLICATION



Updated: October, 2018

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

## CONTACT INFORMATION

Applicant's Name	DAVID MENNER	Property Owner	SAME
Applicant's Mailing Address	1011 UHLAND RD Lot #2 SAN MARCOS TX 78666	Owner's Mailing Address	SAME
Applicant's Phone #	(512) 738-0614	Owner's Phone #	SAME
Applicant's Email	MennerRAB@att.net	Owner's Email	SAME

## PROPERTY INFORMATION

Proposed Subdivision Name: Replat of Lot 329, Block 27, WESTOVER ADDITION  
 Subject Property Address or General Location: 1012 N. Bishop  
 Acres: 0.206 - 9000 SF Tax ID #: R 47606  
 Located in:  City Limits  Extraterritorial Jurisdiction (County) \_\_\_\_\_

## DESCRIPTION OF REQUEST

Type of Plat:  Preliminary Subdivision Plat  Replat  Concept Plat  
 Proposed Number of Lots: 2 Proposed Land Use: Residential

## AUTHORIZATION

I certify that the information on this application is complete and accurate. I understand the fees and the process for this application. I understand my responsibility, as the applicant, to be present at meetings regarding this request.

Filing Fee \$1,030 plus \$100 per acre Technology Fee \$12 **MAXIMUM COST \$2,512\***  
 \*Maximum Cost does not reflect specific / additional fees, as may be required for other plan review

Submittal of this digital Application shall constitute as acknowledgement and authorization to process this request.

**APPLY ONLINE – [WWW.MYGOVERNMENTONLINE.ORG/](http://WWW.MYGOVERNMENTONLINE.ORG/)**

### 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: David Gomez Date: 10/11/18

Printed Name: DAVID GOMEZ

### 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: David Gomez Date: 10/11/18

Printed Name: DAVID GOMEZ

### RECORDATION REQUIREMENTS\*\*\*

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: \$ \_\_\_\_\_
- Tax Certificate, printed within 30 days of recordation date (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.

AGENT AUTHORIZATION TO REPRESENT PROPERTY OWNER

→ I, DAVID MENDEZ (owner) acknowledge that I am the rightful owner of the property located at 1012 N. Bishop St SAN MARCOS TX 78666 (address).

I hereby authorize Byrr & Assoc. Inc (agent name) to serve as my agent to file this application for this replat (application type), and to work with the Responsible Official / Department on my behalf throughout the process.

→ Signature of Property Owner:  Date: 10/11/18  
Printed Name: DAVID MENDEZ

Signature of Agent:  Date: 10-3-18  
Printed Name: DAVID C. WILLIAMSON

**AGREEMENT TO THE PLACEMENT OF NOTIFICATION SIGNS  
AND ACKNOWLEDGEMENT OF NOTIFICATION REQUIREMENTS**

The City of San Marcos Development Code requires public notification in the form of notification signs on the subject property, published notice, and / or personal notice based on the type of application presented to the Planning Commission and / or City Council.

- Notification Signs: if required by code, staff shall place notification signs on each street adjacent to the subject property and must be placed in a visible, unobstructed location near the property line. It is unlawful for a person to alter any notification sign, or to remove it while the request is pending. However, any removal or alteration that is beyond the control of the applicant shall not constitute a failure to meet notification requirements. ***It shall be the responsibility of the applicant to periodically check sign locations to verify that the signs remain in place had have not been vandalized or removed. The applicant shall immediately notify the responsible official of any missing or defective signs. It is unlawful for a person to alter any notification sign, or to remove it while the case is pending; however, any removal or alteration that is beyond the control of the applicant shall not constitute a failure to meet notification requirements.***
- Published Notice: if required by code, staff shall publish a notice in a newspaper of general circulation in accordance with City Codes and the Texas Local Government Code. ***If, for any reason, more than one notice is required to be published it may be at the expense of the applicant. The renotification fee shall be \$88 plus an \$12 technology fee.***
- Personal Notice: if required by code, staff shall mail personal notice in accordance with City Codes and the Texas Local Government Code. ***If, for any reason, more than one notice is required to be mailed it may be at the expense of the applicant. The renotification fee shall be \$88 plus a \$12 technology fee.***

*I have read the above statements and agree to the required public notification, as required, based on the attached application. The City's Planning and Development Services Department staff has my permission to place signs, as required, on the property and I will notify City staff if the sign(s) is/are damaged, moved or removed. I understand the process of notification and public hearing and hereby submit the attached application for review by the City.*

→ Signature: 

Date: 10/14/18

Print Name: DAVID MENDEZ



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

The following items are requested for consideration of this application. These and additional items may be required at the request of the Department		Comments
<input checked="" type="checkbox"/>	Pre-application conference with staff is recommended Please call 512-393-8230 to schedule	
<input checked="" type="checkbox"/>	Completed Application for Preliminary Subdivision, Replat or Concept Plat	
<input type="checkbox"/>	Proof of record of ownership	<i>Recorded deed</i>
<input checked="" type="checkbox"/>	Tax Receipt indicating that taxes were paid prior to January 31 <sup>st</sup> of the current year. (Tax Certificates required prior to recordation)	Showing no taxes owed
<input type="checkbox"/>	Names and addresses of property lien-holders (if applicable)	
<input checked="" type="checkbox"/>	Watershed Protection Plan (must be approved prior to plat approval)	may be submitted concurrently
<input checked="" type="checkbox"/>	Traffic Impact Analysis Worksheet	
<input checked="" type="checkbox"/>	Public Improvement Construction Plan (must be approved prior to plat approval)	may be submitted concurrently
<input checked="" type="checkbox"/>	Utility Service Acknowledgements (see following pages)	
<input checked="" type="checkbox"/>	Notification Authorization	
<input checked="" type="checkbox"/>	Agent's authorization to represent the property owner	
<input type="checkbox"/>	Application Filing Fee \$1,030 + \$50 per acre (\$2,500 max)	
<input type="checkbox"/>	Technology Fee \$12 Specific & Additional Fees as noted below	
<input type="checkbox"/>	CAD file in grid for GIS integration. Projection: NAD 1983 StatePlane Texas South Central FIPS 4204 Feet	
<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"/>	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 \$173</li> <li>• Replats which are not approved administratively have a maximum fee of \$3,000</li> </ul>	

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, for City 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.

**\*\*San Marcos Development Code Section 2.3.1.1(C): "Every application accepted by the responsible official for filing shall be subject to a determination of completeness...the responsible official is not required to review an application unless it is complete..."**

Replot lot 329 Westover

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: \_\_\_\_\_

Signature of Water Official: [Signature]

Title: Water Dept Manager Date: 10-5-18

**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: No sewer services, exist currently. Will require complete service build-out from main to ROW/ property line.

Signature of Wastewater Official: *Lloyd J. Jones*

Title: Wastewater Collections Manager Date: Oct. 8, 2018

### 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 + D

Comments / Conditions: EASEMENTS WILL BE NEEDED AT THE TIME OF DEVELOPMENT

Signature of Electric Company Official: Wade Adcock

Title: ELECTRICAL ENGINEERING TECH. Date: 10/8/18

### 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): \_\_\_\_\_

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

\_\_\_\_\_

Signature of Gas Company Official: *Wendy Jenschke*

Title: Operations Supervisor Date: 10/08/2018