



Ramsey Engineering, LLC

Civil Engineering - Consulting
TBPE Firm No. F-12606

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May 21, 2021

Ms. Shannon Mattingly, AICP, Director
City of San Marcos
Planning and Development Services
630 E. Hopkins Street
San Marcos, Texas 78666

RE: Cottonwood Creek Subdivision Master Plan
2021 Annual Renewal Application
Project No. 21-001-10

Dear Ms. Mattingly:

Please accept this cover letter with attachments for the referenced subdivision master plan annual renewal. Attached please find the following items.

1. Subdivision Master Plan Application;
2. PDF and CAD File of Master Plan document;
3. \$2,513.00 City of San Marcos Fee Payment On-Line;
4. 2020 Tax Certificates; and
5. Property Deed Records for Proof of Original Ownership.

Subdivision activity since last year's annual renewal approval include the following:

- Development in Phase 3 continues and is ongoing.
- The Phase 3 Unit 9 final plat has been recorded.
- The Phase 4 Watershed Protection Plan Phase 1 Permit has been approved.
- The Phase 4 Preliminary Plat has been approved by the Planning & Zoning Commission.
- The Phase 2 Section 2 final plat has been approved by the Planning & Zoning Commission and is being recorded.
- The 20.95-acre MF-18 tract in Phase 2 is under construction.

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We request to be considered for approval by the Planning & Zoning Commission at their July 13, 2021 meeting. Please let us know if you need anything else.

Sincerely,

A handwritten signature in black ink that reads "Stephen Ramsey". The signature is written in a cursive style with a large, prominent "S" at the beginning.

Stephen Ramsey, P.E.

Manager/President

PRELIMINARY SUBDIVISION PLAT, REPLAT OR CONCEPT PLAT APPLICATION

Updated: September, 2020



CONTACT INFORMATION

Applicant's Name	Stephen Ramsey, P.E.	Property Owner	Randall Morris, President
Company	Ramsey Engineering, LLC	Company	Cottonwood Creek JDR, LTD.
Applicant's Mailing Address	3206 Yellowpine Terrace, Austin, Texas 78757	Owner's Mailing Address	330 Wonder World Drive, Suite 300, San Marcos, Texas 78666
Applicant's Phone #	512-650-6800	Owner's Phone #	512-753-9470
Applicant's Email	sramseyeng@gmail.com	Owner's Email	randall@randallmorris.com

PROPERTY INFORMATION

Proposed Subdivision Name: Cottonwood Creek

Subject Property Address or General Location: SH 123 at Rattler Road

Acres: 471.97 Tax ID #: R70227;R155133;R169449

Located in: City Limits Extraterritorial Jurisdiction (County) _____

DESCRIPTION OF REQUEST

Type of Plat: Preliminary Subdivision Plat Replat Concept Plat

Proposed Number of Lots: 2,938 Proposed Land Use: Residential;Commercial;Public

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 \$1,057 plus \$50 per acre Technology Fee \$13 MAXIMUM COST \$2,513*

*Replats that are not Administratively approved – Maximum Cost \$3,013

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

APPLY ONLINE – 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 / Preliminary Plat Application does not require a Subdivision Improvement Agreement

Signature of Applicant: _____ N/A _____ Date: _____

NOTICE OF COMPLETENESS DETERMINATION & STATUTORY REVIEW TIMEFRAMES

I understand that the City of San Marcos requires online submittal of all applications through the Customer Portal at www.mygovernmentonline.org and that the Responsible Official will review this application for completeness within 10 business days of online submittal. I understand that this application is not considered "filed" until all required documentation is received and reviewed for completeness. *Upon determination of completeness the City will send written correspondence stating that the application has been filed and will provide a date, in accordance with the Texas Local Government Code, when the Planning and Zoning Commission will meet to hear the request.*

By checking this box I am requesting cursory review of this application prior to determination that the application is complete and filed. Cursory review comments shall not constitute a determination of completeness.

I also understand that as the applicant I may request, in writing, an extension to the statutory review timeframes.

Signature of Applicant: _____ Stephen R. [Signature], P.E. _____ Date: 5/17/20

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 31st 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.