

**City of San Marcos**  
**SUBDIVISION PLAT APPLICATION**

	<u>APPLICANT</u>	<u>PROPERTY OWNER</u>
<b>Name</b>	Caren Williams-Murch Vice President Development Highpointe Communities, Inc.	Highpoint Trace, LLC, a California limited liability company
<b>Mailing Address</b>	5818 S. Old Bastrop Hwy. San Marcos, TX 78666	2 Venture, Suite 350 Irvine, Ca 92618
<b>Daytime Phone</b>	512-757-7006	949-472-0174
<b>Email Address</b>	caren.williams@highpointeinc.com	tim.england@highpointeinc.com

**AGENT ACKNOWLEDGEMENT STATEMENT:**

I Highpoint Trace, LLC acknowledge that I am the rightful owner of the property proposed for subdivision and hereby authorize Caren Williams-Murch to serve as my agent to file this application and to work with the Responsible Official on my behalf during the subdivision platting process.

Signature of Property Owner: \_\_\_\_\_

Printed Name: Timothy D. England Date: \_\_\_\_\_

Signature of Agent: Caren L. Williams - Murch

Printed Name: Caren L. Williams-Murch Date: \_\_\_\_\_

**TYPE OF APPLICATION**

**Subdivision Plats**

- Subdivision Concept Plat
- Preliminary Subdivision Plat
- Final Subdivision Plat

**Development Plats**

- Preliminary Development Plat
- Final Development Plat

- Variance                      Section \_\_\_\_\_
- Plat Vacation                Accompanying \_\_\_\_\_

**Minor Subdivision Plats (for Administrative Approval)**

- Minor Subdivision Plat

**Revisions to Recorded Plats (for Administrative Approval)**

- Amending Plat
- Replat without Vacation

**SUBJECT PROPERTY**

Subdivision Name: Trace Subdivision PID 1A Grasslands Boulevard

Address or General Location: Posey Road & Coffee Road

Proposed Number of Lots: 4                      Acres: 4.984

Appraisal District Tax ID: R

- Located In     City Limits                       ETJ (County \_\_\_\_\_)
- S.M. River Corridor             Planned Development District

Proposed Use of Land \_\_\_\_\_

**SUBDIVISION IMPROVEMENT AGREEMENT**

Whenever public improvements to serve the development are deferred until after Final Subdivision Plat or Final 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 years following the date upon which the Final Subdivision Plat or Final Development Plat is approved.

- I will complete all required public improvements prior to the Final Subdivision Plat or Final Development Plat.
- I wish to defer installation of public improvements and will complete a Subdivision Improvement Agreement with the City.

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

Printed Name: Timothy D. England                      Date: \_\_\_\_\_

**ELECTRIC UTILITY SERVICE ACKNOWLEDGEMENT:**

Utility service codes are to be indicated, as applicable in the space provided in each acknowledgment 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. Need easement(s) within subject property

Name of *Electric Service Provider* \_\_\_\_\_

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

Comments/Conditions Utility coordinator is in the process of providing this information.

Signature of Electric Company Official \_\_\_\_\_

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

**GAS UTILITY SERVICE ACKNOWLEDGEMENT:**

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

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- 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. Need easement(s) within subject property

Name of *Gas Service Provider* See attached

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

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

Signature of Gas Company Official \_\_\_\_\_

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

**ELECTRIC UTILITY SERVICE ACKNOWLEDGEMENT:**

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

- A. Adequate service is currently available to the subject property
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- C. Adequate service is not currently available, and arrangements have not been made to provide it
- D. Need easement(s) within subject property

Name of *Electric Service Provider* \_\_\_\_\_

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

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

Signature of Electric Company Official \_\_\_\_\_

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

**GAS UTILITY SERVICE ACKNOWLEDGEMENT:**

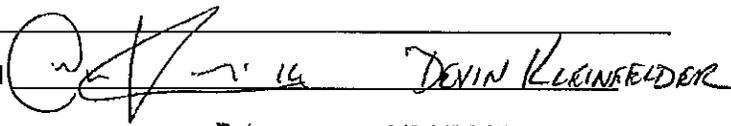
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- D. Need easement(s) within subject property

Name of *Gas Service Provider* CenterPoint Energy

Applicable Utility Service Code(s) B

Comments/Conditions Pending the execution of a pre development agreement  
gas service will be provided by CenterPoint Energy in this community. We look  
forward to this opportunity and working with HighPointe - Trace.

Signature of Gas Company Official  DEVIN KLEINFELDER

Title Marketing Consultant Date 6/21/2016

**WATER AND WASTEWATER UTILITY SERVICE ACKNOWLEDGEMENT:**

Utility service codes are to be indicated, as applicable in the space provided in each acknowledgment 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. Need easement(s) within subject property

Name of *Water Service Provider* \_\_\_\_\_

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

Comments/Conditions Utility coordinator is in the process of providing this information.

Signature of Water Utility Official: \_\_\_\_\_

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

Name of *Wastewater Service Provider* \_\_\_\_\_

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 Utility coordinator is in the process of providing this information.

Signature of City or County Wastewater Official: \_\_\_\_\_

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

**TELEPHONE UTILITY SERVICE ACKNOWLEDGEMENT:**

Utility service codes are to be indicated, as applicable in the space provided in each acknowledgment 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. Need easement(s) within subject property

Name of *Telephone Service Provider* \_\_\_\_\_

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

Comments/Conditions Utility coordinator is in the process of providing this information.

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

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

**SUBMITTAL REQUIREMENTS FOR ALL PLATS:**

- Complete application
- Required fees \$\_1,534.37\_\_\_\_\_ (see next page for Fee Schedule)
- All legislative requirements complete
- Proof of record ownership (recorded deed corresponds to ownership indicated on tax certificate)
- Current tax certificate (must show prior year taxes paid by January 31st of current year)
- Names and addresses of property lien-holders
- One digital copy of submittal materials
- Five 18"x24" hard copies of plat document

I hereby affirm that if I am not the property owner of record, or if the applicant is an organization or business entity, I have been authorized to represent the owner, organization, or business in this application. I certify the preceding information is complete and accurate, and it is understood that I or another representative should be present at all meetings concerning this application.

Signature of Applicant: \_\_\_\_\_

Printed Name: Caren L. Williams-Murch \_\_\_\_\_

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

**ADDITIONAL REQUIREMENTS:**

**Subdivision Concept Plats:**

- Watershed Protection Plan (Phase 1)
- Residential compatibility site plan (where applicable)
- Cluster development plan (where applicable)

**Preliminary Subdivision Plats or Preliminary Development Plats**

- Approved Watershed Protection Plan Phase I (can be submitted concurrently)
- Traffic Impact Analysis Worksheet (if commercial development or 100+ unit residential)

**Final Subdivision or Final Development Plats:**

- Preliminary Plat (where applicable)
- Approved Watershed Protection Plan Phase II (can be submitted concurrently). *Currently under review*
- Subdivision Improvement Agreement and surety if public facility construction was deferred in Preliminary Plat.
- Traffic Impact Analysis Worksheet (if commercial development or 100+ unit residential)

**Minor Subdivision Plats:**

Minor subdivisions plats must meet the following qualifications:

- Proposed subdivision results in 4 or fewer lots
- All lots front onto an existing public street and construction or extension of a street or alley is not required or is considered a minor extension by Director of Engineering.
- Extension of municipal facilities is not required or the installation of utilities is considered a minor extension by the Director of Engineering
- Approved WPP Phase II is required if land is located within the Edwards Aquifer Recharge Zone, within a designated stream or river corridor, or if the land contains floodplain, floodway or a waterway as defined by the LDC.

**Amending Plats and Replats:**

- 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.

**FEE SCHEDULE**

For Plats Located Inside/Outside of the City Limits	
Subdivision Minor Plat / Amending Plat	\$406 plus \$102 per acre (max \$1000)
Concept Plan	\$762 plus \$51 acre (max \$2000)
Preliminary Plat	\$762 plus \$51 acre (max \$2000)
Final Plat	\$1015 plus \$102 acre (max \$2500)
Replat, not administrative	\$762 plus \$51 acre (max \$2000)
Vacation of Previously Recorded Plat	\$153
Subdivision Variance Request	\$609
Cluster Development Plan	\$26 per acre (\$100 min / \$1500 max)
Technology Fee	\$11

**STAFF USE ONLY:**

Submittal Date: \_\_\_\_\_ 5 Business Days from Submittal: \_\_\_\_\_

Completeness Review By: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Date for Supplemental Info: \_\_\_\_\_

Supplemental Info Received (required within 5 days of contact): \_\_\_\_\_

Application Returned to Applicant: \_\_\_\_\_

Application Accepted for Review: \_\_\_\_\_ Fee: \_\_\_\_\_

Comments Due to Applicant \_\_\_\_\_

Date for Plat Resubmittals \_\_\_\_\_

Date of Planning and Zoning Commission Meeting: \_\_\_\_\_

**TO:** City of San Marcos  
Attn: Planning & Development Services  
630 E Hopkins St  
San Marcos, TX 78666

**Date** 2/10/2017

**JOB NO.:** 70091-01-004

**JOB NAME:** Trace Subdivision PID Phase 1A  
- Final Plat

## LETTER OF TRANSMITTAL

WE ARE SENDING THE ITEMS VIA

COPIES	DESCRIPTION
1	Application
-	Fees mailed by separate entity to City of San Marcos, Planning and Development Services
1	Proof of record ownership
2	Current Tax Certificates (For each R Number in the subdivision)
1	Digital copy
5	18x24 Final Plat
1	Approved Preliminary Plat
-	Watershed Protection Plan – Under Review Project #2016-21148

THESE ARE TRANSMITTED AS CHECKED BELOW:

- For approval & signature     
  For review and comment     
  For Bids due \_\_\_\_\_ to us  
 As requested     
  For your use     
  \_\_\_\_\_

REMARKS

cc:

SIGNED  
By: \_\_\_\_\_