



Plans  
Permits  
Construction

**CSF Civil Group, LLC**  
3636 Executive Center Drive, Suite 209  
Austin, Texas 78731  
(512) 614-4466

September 19, 2017

Director  
Development Services  
City of San Marcos  
630 East Hopkins  
San Marcos, Texas 78666

Re: Initial Submittal  
Final Plat  
Blanco Vista Tract P

Dear Mr. Director,

Towards achieving the City of San Marcos approval of a Final Plat for the referenced project, attached please find the following items:

- 1) Completed Application Form;
- 2) Submittal Fee check;
- 3) Five (5) copies of the Final Plat;
- 4) Electronic file of the Final Plat;
- 5) Copy of Preliminary Final Plat showing water and wastewater lines;
- 6) Utility Service Acknowledgment Form from PEC;
- 7) Utility Service Acknowledgment Form from Century Telephone;
- 8) Utility Service Acknowledgment Form from Center Point Energy;
- 9) Utility Service Acknowledgment Form sent to Tony Salinas;
- 10) Warranty Deed 2494/627, 2494/616, 2396/776;
- 11) Tax Certificate.

Our MyPermitNow telephone number is **512-917-1122**.

Please accept our appreciation in advance for your timely attention to this item, and should additional information be required, please contact me.

Sincerely,



Charles E. Steinman, P.E.

# FINAL SUBDIVISION / DEVELOPMENT PLAT APPLICATION FORM

Updated: March, 2017

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



## CONTACT INFORMATION

Applicant's Name	CSF Civil Group	Property Owner	Brookfield Residential
Applicant's Mailing Address	3636 EXECUTIVE CIRCLE SUITE 209, AUSTIN 78737	Owner's Mailing Address	11501 ALTERNATE PARKWAY SUITE 100, AUSTIN 78738
Applicant's Phone #	512-917-1122	Owner's Phone #	512-791-0823
Applicant's Email	CHARLES@CSFCIVILGROUP.COM	Owner's Email	ALEX.PAPAVASILI@BROOKFIELDARP.COM

## PROPERTY INFORMATION

Proposed Subdivision Name: BLANCO VISTA TRACT P

Subject Property Address or General Location: JACOB LANE

Acres: 11.5 AC Tax ID #: R 139151

Located in: ☒ City Limits ☐ Extraterritorial Jurisdiction (County)

## DESCRIPTION OF REQUEST

Type of Plat: ☒ Final Subdivision Plat ☐ Final Development Plat

Current Number of Lots: 0 Current Land Use: FALLOW

Proposed Number of Lots: 25 Proposed Land Use: SINGLE-FAMILY

## 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 \$1,250 plus \$100 per acre Technology Fee \$11 MAXIMUM COST \$2,511

Applicant's Signature: Charles E. Steinman Date: 9-9-17

Printed Name: CHARLES E. STEINMAN, P.E.

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 FINAL SUBDIVISION / DEVELOPMENT PLAT APPLICATION

Items Required for Complete Submittal		Staff Verification & Comments	
X	<input type="checkbox"/> Pre-application conference with staff is recommended Please call 512-393-8230 to schedule <i>N/A</i>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/> Completed Application for Final Subdivision / Development Plat	<input type="checkbox"/>	
	<input checked="" type="checkbox"/> Legislative Requirements & Preliminary Plat Complete	<input type="checkbox"/>	
o	<input type="checkbox"/> Proof of record of ownership	<input type="checkbox"/>	<i>Recorded deed</i>
o	<input type="checkbox"/> Certificate of no tax delinquency	<input type="checkbox"/>	
X	<input type="checkbox"/> Names and addresses of property lien-holders (if applicable) <i>None</i>	<input type="checkbox"/>	
	<input type="checkbox"/> Subdivision Improvement Agreement Acknowledgement (see following pages)	<input type="checkbox"/>	
	<input checked="" type="checkbox"/> Watershed Protection Plan, where applicable (must be approved prior to plat approval)	<input type="checkbox"/>	Can be submitted concurrently
	<input checked="" type="checkbox"/> Public Improvement Construction Plan (must be approved prior to plat approval)	<input type="checkbox"/>	Can be submitted concurrently
X	<input type="checkbox"/> Traffic Impact Analysis Worksheet <i>N/A</i>	<input type="checkbox"/>	
X	<input type="checkbox"/> Traffic Impact Study <i>N/A</i>	<input type="checkbox"/>	Based on TIA Worksheet
X	<input type="checkbox"/> Parkland Dedication or fee in lieu \$ _____ with additional fee of \$153 for consideration by Parks Board (must be approved prior to plat approval) <i>N/A</i>	<input type="checkbox"/>	Required for all residential subdivisions
X	<input type="checkbox"/> Additional Acknowledgements (see following pages) <i>N/A</i>	<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 \$1,250 + \$100 per acre (\$2,500 max) Technology Fee \$11	<input type="checkbox"/>	
o	<input type="checkbox"/> 1 digital and 5 18x24 hard copies of plat	<input type="checkbox"/>	
	<input type="checkbox"/> Subdivision plat with the following: <ul style="list-style-type: none"> <li>• Minimum scale 1"= 200'</li> <li>• Final layout prepared by a registered engineer or surveyor</li> <li>• Vicinity map</li> <li>• Scale and north arrow for plat and location map.</li> <li>• Boundary lines, abstract/survey lines, corporate/other jurisdiction boundary</li> <li>• Location, dimension, name and description of all existing/recorded streets, alleys, reservations, easements, railroad rights of way, etc. within</li> </ul>	<input type="checkbox"/>	

subdivision, intersecting or contiguous with boundaries for forming boundaries.

- 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 for the subdivision.
- 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 and recording information of all adjacent subdivisions or property 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, engineer's statement of the minimum permissible floor elevation that will protect the improvements from flooding or high waters.
- Notes declaring whether land falls within designated watersheds, Edward's Aquifer recharge or contributing zones and/or San Marcos River Corridor.
- Standard legend for interpretation of points and lines.
- Title block with name of proposed subdivision; contact info for owner/s and land planner, licensed engineer, or RPLS; scale; date of preparation; north arrow; and location of property according to abstract or 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 exactly as in title block.
- 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**

I hereby certify and attest that this application and all required documentation is complete and accurate. I hereby submit this application and attachments for review by the City of San Marcos.

Signed: \_\_\_\_\_

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

Print Name: \_\_\_\_\_


☒ Engineer   ☐ Architect/Planner   ☐ Surveyor   ☐ Owner   ☐ Agent



## 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: 8-9-17

Printed Name: Charles E. Steinman

## 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: 8-9-17

Printed Name: Charles E. Steinman

## 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.

Blanco Vista Tract A

**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 \_\_\_\_\_

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 \_\_\_\_\_

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:

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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 Telephone Service Provider Century Link

Applicable Utility Service Code(s) A

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

Signature of Telephone Company Official David Rogers

Title: MGR Eng & Const. Date 2/8/17





Blanco Vista Tract P

**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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 CENTER POINT ENERGY

Applicable Utility Service Code(s) A

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Gas Company Official Devin Kleinfelder

Title Marketing Consultant Date 2/16/2017

Digitally signed by Devin Kleinfelder  
DN: cn=Devin Kleinfelder, o=CenterPoint Energy, ou=Marketing,  
email=devin.kleinfelder@centerpointenergy.com, c=US  
Date: 2017.02.16 11:40:51 -0600



Blanco Vista Tract A

**ELECTRIC UTILITY SERVICE ACKNOWLEDGEMENT:**

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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 Electric Service Provider PEC

Applicable Utility Service Code(s) A

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Electric Company Official [Signature]

Title Right of Way Agent Date 2/07/17



**GAS UTILITY SERVICE ACKNOWLEDGEMENT:**

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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 \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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



Blanco Vista Tract P

**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 CITY OF SAN MARCOS

Applicable Utility Service Code(s) C

Comments/Conditions line extensions required

Signature of Water Utility Official: T. John

Title: Water Dist. Manager Date: 2-7-17

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 C

Signature of City or County Wastewater Official: Tony John

Title: \_\_\_\_\_ Date 2-7-17



**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 \_\_\_\_\_

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

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

AGENT AUTHORIZATION TO REPRESENT PROPERTY OWNER

I, Carma Blanco Vista LLC <sup>by Alexander Papavasiliou</sup> (owner) acknowledge that I am the rightful owner of the property located at BRANCH VISTA TRACT A (address).

I hereby authorize CHARLES E. STEINMAN, P.E. (agent name) to serve as my agent to file this application for FINAL PLAT (application type), and to work with the Responsible Official / Department on my behalf throughout the process.

Signature of Property Owner: Alexander Papavasiliou Date: 9-5-17  
Printed Name: Alexander Papavasiliou

Signature of Agent: Charles E. Steinman Date: 9-9-17  
Printed Name: CHARLES E. STEINMAN

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