

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: Park Court at Willow Creek II, Revised Preliminary

Subject Property Address or General Location: near the 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**

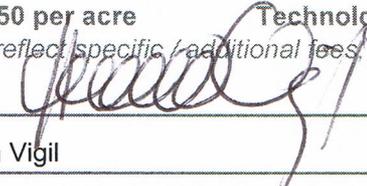
Proposed Number of Lots: 12 **Proposed Land Use:** 11 Townhome lots, 1 common and access lot

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:** 9/27/17

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 checked="" type="checkbox"/>	Completed Application for Preliminary Subdivision or Concept Plat Revised Preliminary	<input type="checkbox"/>	
<input type="checkbox"/>	Legislative Requirements Complete (i.e. zoning, land use, etc.)	<input type="checkbox"/>	
<input type="checkbox"/>	Proof of record of ownership	<input type="checkbox"/>	<i>Recorded deed</i>
<input checked="" type="checkbox"/>	Current Tax Certificate Submitted with PICP and replat	<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 checked="" type="checkbox"/>	Public Improvement Construction Plan (must be approved prior to plat approval)	<input type="checkbox"/>	may be submitted concurrently Previously submitted
<input checked="" type="checkbox"/>	Additional Acknowledgements (pgs 5-7 of application)	<input type="checkbox"/>	
<input 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"> Residential compatibility site plan, where applicable with an additional fee of \$85 Cluster development plan, where applicable with additional fee of \$29 per acre (\$100 min / \$1,500 max) 	<input type="checkbox"/>	
<input type="checkbox"/>	For Replats with or without Vacation of Previously Recorded Plat: <ul style="list-style-type: none"> 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 With Vacation of Previously Recorded Plat fee of \$168 Replats which are not approved administratively have a maximum fee of \$3,000 	<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.

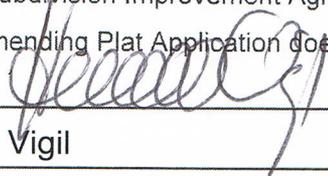


Additional information may be required at the request of the Department

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.

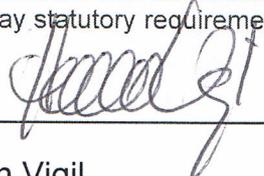
- All required public improvements will be completed prior to approval of the Final Subdivision or Development Plat
- I wish to defer installation of public improvements until after approval of the Final Subdivision or Development Plat and have attached a Subdivision Improvement Agreement to be considered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

Signature of Applicant:  Date: Sept 21/17

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: Sept 21/17

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 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.

Prop Court @ Willow Creek II

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: Some existing services may need to be abandoned.

Signature of Water Official: Tony Selman

Title: Water Dist Manager

Date: 9-21-17

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: Restructuring of wastewater services to include abandonment of existing services and installation of new services to be completed by developer.

Signature of Wastewater Official: *Lloyd Juarez*

Title: Wastewater Collections Manager Date: Sept. 25, 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 + D

Comments / Conditions: C+D WILL BE OBTAINED FROM THE DEVELOPER BEFORE CONSTRUCTION.

Signature of Electric Company Official: [Signature]

Title: ELECTRICAL ENGINEERING TECH. Date: 9/21/17

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: Note: We have an existing 4" pla main in the PUE at this location.

Please notify 811 before digging and proceed with caution.

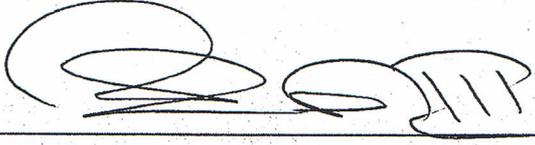
Signature of Gas Company Official: *Devin Kleinfelder*

Title: Marketing Consultant Date: 9/21/2017

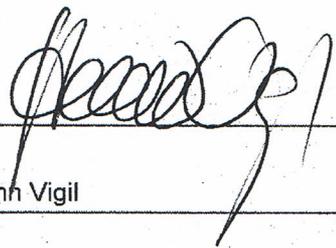
AGENT AUTHORIZATION TO REPRESENT PROPERTY OWNER

I, Robert W. McDonald, III (owner) acknowledge that I am the rightful owner of the property located at 115 Primers Lane and 362-400 Stage Coach Trail (address).

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

Signature of Property Owner:  Date: 9/27/2017

Printed Name: Robert W. McDonald, III

Signature of Agent:  Date: 9/27/17

Printed Name: Hermann Vigil

To be completed by Staff: Case # _____