

FINAL SUBDIVISION / DEVELOPMENT PLAT APPLICATION FORM

Updated: September, 2017

Case # PC-____-____-____



CONTACT INFORMATION

Applicant's Name		Property Owner	
Applicant's Mailing Address		Owner's Mailing Address	
Applicant's Phone #		Owner's Phone #	
Applicant's Email		Owner's Email	

PROPERTY INFORMATION

Proposed Subdivision Name: _____

Subject Property Address or General Location: _____

Acres: _____ Tax ID #: R_____

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

DESCRIPTION OF REQUEST

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

Current Number of Lots: _____ Current Land Use: _____

Proposed Number of Lots: _____ Proposed Land Use: _____

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**

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

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: _____

APPLY ONLINE – WWW.MYGOVERNMENTONLINE.ORG/

CHECKLIST FOR FINAL SUBDIVISION / DEVELOPMENT PLAT APPLICATION

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 type="checkbox"/>	Completed Application for Final Subdivision / Development Plat	<input type="checkbox"/>	
<input type="checkbox"/>	Legislative Requirements & Preliminary Plat Complete	<input type="checkbox"/>	
<input type="checkbox"/>	Proof of record of ownership	<input type="checkbox"/>	<i>Recorded deed</i>
<input type="checkbox"/>	Certificate of no tax delinquency	<input type="checkbox"/>	
<input type="checkbox"/>	Names and addresses of property lien-holders (if applicable)	<input type="checkbox"/>	
<input type="checkbox"/>	Subdivision Improvement Agreement Acknowledgement (see following pages)	<input type="checkbox"/>	
<input type="checkbox"/>	Watershed Protection Plan, where applicable (must be approved prior to plat approval)	<input type="checkbox"/>	Can be submitted concurrently
<input type="checkbox"/>	Public Improvement Construction Plan (must be approved prior to plat approval)	<input type="checkbox"/>	Can be submitted concurrently Pending Review
<input type="checkbox"/>	Traffic Impact Analysis Worksheet	<input type="checkbox"/>	
<input type="checkbox"/>	Traffic Impact Study	<input type="checkbox"/>	Based on TIA Worksheet
<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)	<input type="checkbox"/>	Required for all residential subdivisions Included in Master Planned Development District Standards.
<input type="checkbox"/>	Additional Acknowledgements (see following pages)	<input type="checkbox"/>	
<input type="checkbox"/>	Agent's authorization to represent the property owner	<input type="checkbox"/>	
<input type="checkbox"/>	Application Filing Fee \$1,250 + \$100 per acre (\$2,500 max) Technology Fee \$11	<input type="checkbox"/>	
<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"> • 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/other jurisdiction boundary • Location, dimension, name and description of all existing/recorded streets, alleys, reservations, easements, railroad rights of way, etc. within 	<input type="checkbox"/>	

<p>subdivision, intersecting or contiguous with boundaries for forming boundaries.</p> <ul style="list-style-type: none"> • 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. 	
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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.

Type Name: _____ Date: _____

☐ 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: _____

Printed Name: _____

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: _____

Printed Name: _____

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.

AGENT AUTHORIZATION TO REPRESENT PROPERTY OWNER


Highpointe Trace, LLC (owner) acknowledges that it is the rightful owner of the property located at
5818 S. Old Bastrop Hwy, San Marcos, TX 78666. (address).

I hereby authorize Bowman Consulting Group (agent name) to serve as my
agent to file this application for W.P.P. - Phase 2 and P.I.C.P. (permit type), and
to work with the Responsible Official / Department on my behalf throughout the process.

HIGHPOINTE TRACE, LLC,
a California limited liability company

By: Highpointe Posey, L.P., a California
limited partnership, Its Managing Member

By: Highpointe Investments, Inc.,
a California corporation, Its
General Partner

By: 
Timothy D. England, SVP

Date: 12.5.17

Signature of Agent: _____ Date: _____

Printed Name: Nicholas G. Kehl, P.E.

To be completed by Staff: Permit # _____ - _____

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: _____

Applicable Utility Service Code(s): _____

Comments / Conditions: _____

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 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 Gas Service Provider: _____

Applicable Utility Service Code(s): _____

Comments / Conditions: _____

Signature of Gas Company Official: _____

Title: _____ Date: _____

TELEPHONE 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 Telephone Service Provider: _____

Applicable Utility Service Code(s): _____

Comments / Conditions: _____

Signature of Telephone Company Official: _____

Title: _____ Date: _____

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:

- 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 Water Service Provider: _____

Applicable Utility Service Code(s): _____

Comments / Conditions: _____

Signature of Water Official: _____

Title: _____ Date: _____

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:

- 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 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 Wastewater Official: _____

Title: _____ Date: _____