

# SUBDIVISION MINOR / AMENDING PLAT, APPLICATION

Updated: March, 2023



## CONTACT INFORMATION

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

## PROPERTY INFORMATION

Proposed/Current 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:  Minor Subdivision Plat  Amending Plat

Current Number of Lots: \_\_\_\_\_ Current Land Use: \_\_\_\_\_

Proposed Number of Lots: \_\_\_\_\_ Proposed Land Use: \_\_\_\_\_

## 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 \$750 plus \$100 per acre      Technology Fee \$15      MAXIMUM COST \$3,015

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

**APPLY ONLINE – [WWW.MYGOVERNMENTONLINE.ORG/](http://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: \_\_\_\_\_ 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](http://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: \_\_\_\_\_ Date: \_\_\_\_\_

## 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 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.

## PROPERTY OWNER AUTHORIZATION

I, \_\_\_\_\_ (owner name) on behalf of  
\_\_\_\_\_ (company, if applicable) acknowledge that I/we  
am/are the rightful owner of the property located at  
\_\_\_\_\_ (address).

I hereby authorize \_\_\_\_\_ (agent name) on behalf of  
\_\_\_\_\_ (agent company) to file this application for  
\_\_\_\_\_ (application type), and, if necessary, to work with  
the Responsible Official / Department on my behalf throughout the process.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name, Title: \_\_\_\_\_

Signature of Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name, Title: \_\_\_\_\_

Form Updated October, 2019

**ELECTRIC UTILITY SERVICE ACKNOWLEDGEMENT FOR:**

**Subdivision Name:** \_\_\_\_\_

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. 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 FOR:**

**Subdivision Name:** \_\_\_\_\_

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. 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 FOR:**

**Subdivision Name:** \_\_\_\_\_

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. 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 FOR:**

**Subdivision Name:** \_\_\_\_\_

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. 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 FOR:**

**Subdivision Name:** \_\_\_\_\_

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. 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: \_\_\_\_\_



The following items are requested for consideration of this application. These and additional items may be required, at the request of the Department, in order to determine the application complete and filed.		Comments
<input type="checkbox"/>	<p>Pre-development meeting with staff is <u>required</u> unless waived by the Responsible Official</p> <ul style="list-style-type: none"> <li>Please visit <a href="http://sanmarcostx.gov/1123/Pre-Development-Meetings">http://sanmarcostx.gov/1123/Pre-Development-Meetings</a> to schedule, or email <a href="mailto:planninginfo@sanmarcostx.gov">planninginfo@sanmarcostx.gov</a> with any questions.</li> </ul>	
<input type="checkbox"/>	Completed Application Pg. 1 – Basic Information	
<input type="checkbox"/>	Completed Application Pg. 2 – Acknowledgements	
<input type="checkbox"/>	Completed Application Pg. 3 – Agent's Authorization to Represent the Property Owner	
<input type="checkbox"/>	<p>Completed Application Pg. 4-8 – Utility Service Acknowledgements for Electric, Gas, Telephone, Water, Wastewater</p> <ul style="list-style-type: none"> <li>If the official signing the acknowledgment selects B, C or D – a statement addressing the arrangements / easements, approved by the official, is required</li> </ul>	
<input type="checkbox"/>	<p>Application Filing Fee    \$750 + \$100 per acre (\$3,000 max)</p> <p>Technology Fee            \$15</p>	
<input type="checkbox"/>	Approval letter / Ordinance for all Legislative Requirements, if applicable	
<input type="checkbox"/>	Approval letter for all Quasi-Judicial Decisions, if applicable	
<input type="checkbox"/>	Approval letter for Preliminary Plat, if applicable	
<input type="checkbox"/>	Written Approval from the appropriate County for Plats in the Extraterritorial Jurisdiction – this approval will be coordinated by City of San Marcos Staff	
<input type="checkbox"/>	Recorded Deed as Proof of Record of Ownership	
<input type="checkbox"/>	Tax Receipt indicating that taxes were paid prior to January 31 <sup>st</sup> of the current year. (Tax Certificates required prior to recordation)	
<input type="checkbox"/>	Names and addresses of property lien-holders, if applicable, OR statement that the property has no lien holders	
<input type="checkbox"/>	Approved Subdivision Improvement Agreement and required surety, if applicable	
<input type="checkbox"/>	Watershed Protection Plan Approval Certificate signed by the City of San Marcos	
<input type="checkbox"/>	Public Improvement Construction Plan Permit signed by the City of San Marcos	
<input type="checkbox"/>	Approved Traffic Impact Analysis Worksheet	
<input type="checkbox"/>	Approved Traffic Impact Study, if applicable	
<p><b>**San Marcos Development Code Section 2.3.1.1(C): “Every application accepted by the responsible official for filing shall be subject to a determination of completeness...the responsible official is not required to review an application unless it is complete...”</b></p>		

The following items are requested for consideration of this application. These and additional items may be required, at the request of the Department, in order to determine the application complete and filed.		Comments
<input type="checkbox"/>	Statement outlining <a href="#">Parkland Dedication</a> and exhibit showing compliance, or fee in lieu \$_____ to satisfy Parkland Requirement	Required for all residential subdivisions
<input type="checkbox"/>	Parks Board approval letter, if applicable, with additional fee of \$163 for consideration	
<input type="checkbox"/>	City approved CAD file in grid for GIS integration. Projection: NAD 1983 StatePlane Texas South Central FIPS 4204 Feet	
<input type="checkbox"/>	List of proposed street names and alternate street names, approved by the City of San Marcos	
<input type="checkbox"/>	Figure indicating compliance with Chapter 3, Article 6, Division 2, Blocks, specifically <a href="#">Table 3.1</a>	
<input type="checkbox"/>	Figure indicating compliance with Chapter 3, Article 6, Division 4, Access, specifically <a href="#">Figure 3.10</a>	
<input type="checkbox"/>	For Multifamily Projects – Figure(s) indicating compliance with Chapter 9, Article 4, Division 3, <a href="#">Multifamily Residential Design Standards</a>	
The following are required specifically for amending plats		
<input type="checkbox"/>	Detailed description of the purpose and circumstances that warrant change of the recorded plat identifying all lots, easements, or improvements affected by the proposed change	
PDF of Plat, Prepared by a Registered Engineer or Surveyor with the Following:		
<input type="checkbox"/>	Scale - Minimum 1" = 200'	
<input type="checkbox"/>	Vicinity Map	
<input type="checkbox"/>	Standard Legend for interpretation of points and lines	
<input type="checkbox"/>	North Arrow	
<input type="checkbox"/>	Plat Boundary Lines	
<input type="checkbox"/>	Copies of proposed deed restrictions or covenants for any proposed access, maintenance or private easements	
<input type="checkbox"/>	Lot Lines appropriately dimensioned to verify compliance with minimum lot dimension requirements	
<input type="checkbox"/>	Legible Dimensions or Table indicating square footage, lot dimensions, and proposed use of all lots	
<b>**San Marcos Development Code Section 2.3.1.1(C): “Every application accepted by the responsible official for filing shall be subject to a determination of completeness...the responsible official is not required to review an application unless it is complete...”</b>		

The following items are requested for consideration of this application. These and additional items may be required, at the request of the Department, in order to determine the application complete and filed.		Comments
PDF of Plat, Prepared by a Registered Engineer or Surveyor with the Following: (continued)		
<input type="checkbox"/>	Surrounding Property Boundary Lines	
<input type="checkbox"/>	Name, location and recording information of all adjacent subdivisions or property owners including lot/block numbers & date recorded, parks, public areas, and easements of record with recording information	
<input type="checkbox"/>	Corporate / Other Jurisdiction Boundary Lines	
<input type="checkbox"/>	Dimension, Name and Description of all existing and proposed rights-of-way and easements within, intersecting or contiguous to the subdivision (to include streets, alleys, reservations, easements, railroad, etc.)	
<input type="checkbox"/>	Accurate reference ties via courses and distances to at least one recognized abstract or survey corner, or existing subdivision corner	
<input type="checkbox"/>	Accurate reference tie to City of San Marcos Benchmark. Control point data is located at the following link: <a href="http://www.sanmarcostx.gov/DocumentCenter/View/821/City-Survey-Control-Points-PDF">http://www.sanmarcostx.gov/DocumentCenter/View/821/City-Survey-Control-Points-PDF</a>	
<input type="checkbox"/>	Bearings and Distances sufficient to locate the exact area proposed for the subdivision	
<input type="checkbox"/>	All survey monuments, including any required concrete monuments	
<input type="checkbox"/>	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 where appropriate	
<input type="checkbox"/>	Clearly label all lots to be reserved or dedicated for parks, schools, playgrounds, other public uses or for private facilities and amenities, if applicable	
<input type="checkbox"/>	Title block with name of proposed subdivision, contact information for owners (s) and land planner, licensed engineer or RPLS, date of preparation and location of property according to abstract or survey records	
<input type="checkbox"/>	Plat notes: <ul style="list-style-type: none"> <li>• A note declaring sidewalks are required.</li> <li>• 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.</li> <li>• Notes declaring whether land falls within designated watersheds, Edward’s Aquifer recharge or contributing zones and/or San Marcos River Corridor.</li> </ul>	
<input type="checkbox"/>	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 the title block	
<b>**San Marcos Development Code Section 2.3.1.1(C): “Every application accepted by the responsible official for filing shall be subject to a determination of completeness...the responsible official is not required to review an application unless it is complete...”</b>		

<p>The following items are requested for consideration of this application. These and additional items may be required, at the request of the Department, in order to determine the application complete and filed.</p>		<p>Comments</p>
<p>PDF of Subdivision Plat, Prepared by a Registered Engineer or Surveyor with the Following (cont.):</p>		
<p><input type="checkbox"/></p>	<p>Signature Blocks for:</p> <ul style="list-style-type: none"> <li>• Owner(s) signature with notary block.</li> <li>• 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.</li> <li>• Surveyor statement and signature block with seal.</li> <li>• 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.</li> <li>• Certificate of recording block for County Clerk.</li> </ul>	
<p><b>**San Marcos Development Code Section 2.3.1.1(C): “Every application accepted by the responsible official for filing shall be subject to a determination of completeness...the responsible official is not required to review an application unless it is complete...”</b></p>		