

Preliminary Plat (*Formal*) Checklist

- ☐ **CITYVIEW ONLINE APPLICATION** must register for an account if a first-time applicant.
- ☐ **APPLICATION FEE** the fee will be assessed when all required submittal items are received
 - 0 to 50 Acres \$2,000.00
 - Greater than 50 Acres \$3,000.00
- ☐ **PROOF OF OWNERSHIP** including but not limited to certified tax certificate, copy of deed, etc.
- ☐ **LEGAL METES & BOUNDS** (field notes) on a sheet including surveyor seal and signature (separate digital file).
- ☐ **AGENT AUTHORIZATION LETTER** must include all requirements shown on page 3, and signature of the owner (separate digital file).
- ☐ **LETTER OF INTENT** must include all letter of intent requirements, including waiver requests shown on page 4, and signature of the owner or authorized agent (separate digital file).
- ☐ **LETTERS OF UTILITY AVAILABILITY AND APPROVAL** from all utility providers including water, sewer, electric, natural gas, telephone and cable tv
 - (Note: water/wastewater provider approval not required if property is serviced by City of Schertz water/wastewater).
- ☐ **CERTIFIED PLAT EXHIBIT** formatted and scaled to a 18" x 24" page size (separate digital file).
 - Must have certification stamp
- ☐ **CERTIFICATION LETTERS** from:
 - Planning and Community Development
 - Engineering Department
 - Fire Department
 - Parks Department (if applicable)
- ☐ **CAD FILE OF CERTIFIED PLAT**

-  **PLAT WAIVERS REQUESTED** If any waivers are being requested in association with the plat, a waiver request letter including the justifications for the waiver is required. Additionally, any supporting documentation for the waiver request is required.
-  **LOT AND BLOCK EXHIBIT** required for all residential subdivisions, in tabular form, demonstrating each lot meets the applicable zoning requirements (separate digital file).
-  **GENERAL PARKS PLAN** required for all residential subdivisions. Provide a general parks plan showing all park and open space, private and public (separate digital file).

AUTHORIZED AGENT LETTER REQUIREMENTS

If acting as an agent on behalf of the owner of the property, then an Authorized Agent Letter is required.

Separate digital file submission

Authorized Agent Letter must be notarized.

Include the following language:

“With this letter, **(owner name)**, authorizes you to recognize **(authorized agent name/ Professional Service Group)**, as its Agent, and acting on its behalf may sign for development applications, waivers and requests, and permits for constructions in relation to **(property address / proposed development name)**, and by its signature, **(owner name)** recognizes and approves these actions and willfully accepts responsibility as the owner of this project.”

Authorized Agent Letter must be notarized

****We recommend specifying in the agent authorization letter that the professional services from a specific group are authorized in relation to a project.****

LETTER OF INTENT REQUIREMENTS

Header

Date

City of Schertz Planning Department
1400 Schertz Parkway Bldg. 1
210-619-1780

Letter Contents:

Define acreage of subject property.

Specify existing and/or proposed zoning district.

Describe in detail the location of the property.

(Example: approximately 125 feet South of Main Street or distance from an intersection.)

Specify proposed uses with specific operations defined.

Please specify if the proposed development will be developed in phases.

Special considerations such as waivers, or variances.

The Letter of Intent must provide the signature and contact information of the owner or owner's authorized agent.