

City of Elmendorf

P.O. Box 247
Elmendorf, TX 78112
(210) 635-8210



PRELIMINARY AND MINOR PLAT APPLICATION

Application and Checklist

This application and checklist are provided as a service of the City of Elmendorf. Its purpose is to assist the applicant in preparing a proposal that meets City standards so it can be expedited through the review process. All fees are required to be verified and paid before being reviewed by City Staff. The application will not be accepted if the fees are incorrect.

- An approved Master Plan is required prior to the submission of a Preliminary Plat. If you are subdividing a portion of a larger existing tract or will be developed in more than one phase or unit, a master plan must be submitted for review
- The Preliminary Plat provides detailed graphic information and associated text indicating property boundaries, easements, land use, streets, utilities, drainage, and other information required to evaluate proposed subdivisions of land. A Preliminary Plat shall be required for any subdivision of land, except as otherwise provided for in this Ordinance, subsequent to Master Plan approval, if required.
- Initial on each line if you complied with that item.
- Is this property located in Elmendorf's ETJ in Bexar/Wilson County? ____ Yes ____ No
Is this property located within the City of Elmendorf Water Service Area ____ Yes ____ No
Is the property located within in the City of Elmendorf Sewer Service Area ____ Yes ____ No

Required Items for Submittal Package

A Preliminary Plat for any proposed subdivision of land shall be submitted to the City for approval by the City Staff and City Engineer.

- ☐ 1. Completed application forms and the payment of all applicable fees per the Master Fee Schedule.
- ☐ 2. Electronic PDF's, as indicated on the application form, shall be submitted along with the following:
- ☐ 3. A summary letter stating briefly the type of street surfacing, drainage, water and wastewater facilities proposed, and compliance with parkland development/dedication.
- ☐ 4. A petition requesting annexation, if applicable.
- ☐ 5. A letter requesting any variances from the provisions of the City of Elmendorf Code of Ordinances.
- ☐ 6. Any attendant documents needed to supplement the information provided on the Preliminary Plat.
- ☐ 7. City staff shall review all Preliminary Plat submittals for completeness at the time of application. If, in the judgement of City Staff, the Preliminary Plat submittal substantially fails to meet the minimal informational requirements as outlined above, it will not be accepted for review and returned to the applicant or applicant's engineer for revision.
- ☐ 8. City staff shall review the plat for consistency with City ordinances, codes, policies, and plans.
- ☐ 9. City staff shall prepare a report analyzing the Preliminary Plat submittal, as well as any comments received concerning the Master Plan, and recommending either the approval or disapproval of the Preliminary Plat.
- ☐ 10. If the developer chooses to withdraw the Preliminary Plat, they must do so in writing, and provide repayment of applicable fees if necessary.

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- ☐ 11. If the development will be served by on-site septic facilities (OSSF), the applicant shall provide all land planning and site evaluation information as specified in the ordinance and Chapter 285.40 of the Local Government Code.

General Information

- ☐ 1. Format: It is recommended that the Preliminary Plat be drawn on twenty-two by thirty-four-inch (22" x 34") sheet(s) at a scale of one (1) inch equals one hundred feet (1" = 100') with all dimensions labeled accurately to the nearest foot. When more than one (1) sheet is necessary to accommodate the entire area, an index sheet showing the entire subdivision at a scale of one (1) inch equals four hundred feet (1" = 400') shall be attached to the plat.
- ☐ 2. Content: The Preliminary Plat shall include all of the tract intended to be developed at one (1) time, and any off-site improvements required to accommodate the project. The Preliminary Plat shall contain or have attached thereto:
- a) Name, address and phone numbers of the developer, record owner, and authorized agents (engineer, land planner, etc.)
 - b) The proposed name of the subdivision, which shall not have the same spelling or be pronounced similarly to the name of any other subdivision located within the City or within the extraterritorial jurisdiction of the City, provided however that use of the same base names for different sections or phases is required when the units are contiguous with their namesakes and individually identified by a section or phase number.
 - c) The date, scale, and north indicator.
 - d) A location map showing the relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one (1) inch equals two thousand feet (1" = 2,000'). The latest edition of the USGS 7.5-minute quadrangle map is recommended.
 - e) The owner's name, deed or plat reference and property lines of property within three hundred (300) feet of the subdivision boundaries as determined by the most recent tax rolls.
 - f) Certification and signature blocks as required by the City shall include, but not limited to, the subdivision owner and engineer as well as the City Engineer, Mayor, and City Secretary.
 - g) List all approved variances, including City Council approval date and reference number.
 - h) The total acreage of the property to be subdivided and the subtotals by land use.
 - i) Plat notes as outlined in the City of Elmendorf Code of Ordinances.

Existing Conditions

- ☐ 1. The existing property lines, including bearings and distances, of the land being subdivided. Property lines shall be drawn sufficiently wide to provide easy identification.
- ☐ 2. The location of existing watercourses, dry creek beds, wells, sinkholes and other similar topographic features.
- ☐ 3. Centerline of watercourses, creeks, existing drainage structures and other pertinent data shall be shown.
- ☐ 4. Areas subject to flooding shall be shown, delineating the regulatory one hundred (100) year floodplain.
- ☐ 5. Topographic data indicating one (1) foot contour intervals for slopes less than 5%, two (2) foot contour intervals for slopes between 5% and 10%, and five (5) foot contour intervals for slopes exceeding 10%.
- ☐ 6. The contoured area shall extend outward from the property boundary for a distance equal to twenty-five (25%) of the distance across the tract, but not fewer than fifty (50) feet nor more than two hundred (200) feet.
- ☐ 7. The locations, sizes, and descriptions of all existing utilities, including but not limited to wastewater lines, lift stations, wastewater and storm sewer manholes, water lines, water storage tanks, and wells within the subdivision, and/or adjacent thereto.

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- ☐ 8. The location, dimensions, names, and descriptions of all existing or recorded streets, alleys, reservations, railroads, easements, or other public rights-of-way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries, as determined from existing deed and plat records. The existing right-of-way width of any boundary street to the proposed subdivision shall also be shown.
- ☐ 9. The location of City limit lines and/or outer border of the City's extraterritorial jurisdiction, as depicted on the City's most recent base map, if either traverses the subdivision or is contiguous to the subdivision boundary.

Improvements

- ☐ 1. The location, size and description of any proposed drainage appurtenances, including storm sewers, detention ponds and other drainage structures proposed to be constructed on and off the site, and designed in accordance with the requirements of this Ordinance.
- ☐ 2. The developer shall include a copy of the complete application for floodplain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA), if applicable.
- ☐ 3. The location, dimensions names and descriptions of all proposed streets, alleys, parks, open spaces, blocks, lots, reservations, easements, and rights-of-way; and areas within the subdivision indicating the connection to or continuation of other improvements in adjacent subdivisions and proposed rights-of-way as shown on the Guadalupe County Major Thoroughfare Map.
- ☐ 4. The location of building setback lines indicated by dashed lines on the plat.
- ☐ 5. Numbers to identify each lot and each block.
- ☐ 6. The lengths of each proposed property line of all lots. The area of each nonrectangular lot shall be provided.

Support Documents

- ☐ 1. One (1) copy of the Drainage Study, consisting of a Drainage Area Map with contours, location and capacities of existing and proposed drainage features, and calculations in accordance with the City of Elmendorf Code of Ordinances and good engineering practices, shall be provided to ensure the property will be developed in accordance with City drainage policies (Section 41). Additionally, a letter from a Texas licensed Professional Engineer certifying that no adverse effects will be observed downstream of the proposed development is required.
- ☐ 2. For development within the City's Extraterritorial Jurisdiction, 100-year storm event inundation analysis is required. The analysis shall be in the form of engineering calculations and an overall plan view of the subdivision showing the areas of 100-year inundation with the areas shaded or crosshatched. The analysis shall be based on the anticipated fully developed condition of the platted area, including any proposed building, paving, clearing, drainage, roadway, excavation, fill or other significant environmental modifications affecting peak flow rates of storm water runoff. The analysis shall only consider watersheds greater than (10) acres. The analysis shall take into consideration all contributing watersheds to the extent that they affect or cause inundated areas within the platted area. A contributing watershed is a drainage area that drains storm water runoff to the platted area. Existing unplatted areas within contributing watersheds shall be analyzed considering their existing state of development. Existing platted areas within contributing watersheds shall be analyzed considering their fully built intended use and accounting for the effects of any existing drainage improvements. The 100-year Storm Event inundation Analysis shall be prepared, sealed and signed by a professional engineer, currently registered in the State of Texas, and shall be reviewed and accepted by the County.
 - a) In addition to the inundation analysis, for development within the City's Extraterritorial Jurisdiction, a Downstream Impact Analysis is also required. Provide an engineering analysis stating that the effect of modifying the platted area to the anticipated fully developed condition, including any proposed building, paving, clearing, drainage, roadway, excavation, fill or other significant

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environmental modifications, will not increase the peak 100-year storm water discharge rate from the platted area to any contiguous property. The analysis shall consider all contributing watersheds outside of the platted area to the extent that they affect the impact analysis. The Downstream Impact Analysis shall be prepared, sealed, and signed by a professional engineer, currently registered in the State of Texas, and shall be reviewed and accepted by the County.

- ☐ 3. Utility demand data, consistent with the proposed uses indicated on the Preliminary Plat, to determine the adequacy and the consistency of proposed utility improvements.

MINOR PLATS MAY SKIP THE REMAINDER OF THIS SECTION

- ☐ 4. No preliminary plat shall be approved unless a traffic impact analysis (TIA) or PHT generation form is completed and approved as provided in this section. A traffic impact analysis (TIA) or a PHT generation form shall be performed by the property Owner (or its agent) according to the format established in the attached TIA Threshold Worksheet. The type of submittal shall be based upon the number of peak hour trips (PHT) generated by the proposed development, as set forth below:
 - (a) 100 or less Peak Hour Trips – PHT Generation Form (no TIA is required)
 - (b) 101 – 500 Peak Hour Trips – Level 1 TIA
 - (c) 501 – 1,000 Peak Hour Trips – Level 2 TIA
 - (d) 1,001 or more Peak Hour Trips – Level 3 TIA
- ☐ 5. When an activity on, or change to, property occurs that varies from the activity on which a previous TIA was submitted and accepted, and the new activity places the project into a level different from that of the previous TIA or generates an increase of at least one hundred (100) PHT (or ten (10) percent for a Level 3 TIA) relative to the previous TIA, the property Owner (or its agent) shall perform and submit to the City an amended TIA. For the purposes of this section, the amendment will be satisfactory to determine if the increase in PHT impacts capacity and requires additional mitigation as defined herein.
- ☐ 6. Impact Area: The impact area is the area within which any analysis is conducted in order to determine compliance with the level of service (LOS) standards. This area shall be based on the size of the development and the PHTs projected to be generated by the proposed development. The impact areas shall be established as follows:
 - (a) Level 1 or 2 TIA – The site and the area within one-quarter (1/4) mile radius from the boundary of the site.
 - (b) Level 3 TIA – The site and the area within a one (1) mile radius from the boundary of the site.
- ☐ 7. Mitigation: The applicant may propose mitigation measures as described in subsections herein as an alternative to deferral or permits or denial of the application. Mitigation measures may be permitted which would allow the LOS to be achieved by permitting the transportation network to function more efficiently, or which advance the construction of necessary transportation facilities so that they are available concurrent with the impacts of the development.
- ☐ 8. Roadways and intersections, within the study area, that are expected to operate at level of service D, E, or F, under traffic conditions including projected traffic plus site-generated traffic must be identified and viable recommendations made for raising the traffic conditions to level of service C or better. LOS standards shall be in accordance with the current American Association of State Highway and Transportation Officials (AASHTO) Highway Capacity Manual (HCM).
- ☐ 9. Roadways and intersections within the project site and along its boundary streets which are projected to operate at level of service D, E, or F, without site-generated traffic, need not be brought up to level of service C by the proposed development. Such roadways and intersections, under conditions which include such site-generated traffic, must be brought up to the projected level of service that would exist without the site-generated traffic, by altering on-site and/or off-site traffic demands and/or capacities. Level of service notwithstanding, required traffic impact

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mitigation improvements are limited to those that can be implemented within the project site and along its boundary streets.

- ☐ 10. Implementation: For phased construction projects, implementation of these traffic improvements must be accomplished no later than the completion of the project phase for which the capacity analyses show that they are required. Plats for project phases subsequent to a phase for which a traffic improvement is required may be approved only if the traffic improvements are completed or bonded.
- ☐ 11. Limitations on Traffic Impact Mitigation: Additional limitations on traffic impact mitigation requirements are as follows:
 - (a) Off-site traffic impact mitigation improvements are not required on public streets for which a funded capital improvement project is scheduled to be accomplished within three (3) years of the TIA review.
- ☐ 12. Voluntary efforts, beyond those herein required, to mitigate traffic impacts are encouraged as a means of providing enhanced traffic handling capabilities to users of the land development site as well as others.
- ☐ 13. Traffic mitigation tools include, but are not limited to, pavement widening, turn lanes, median islands, access controls, curbs, sidewalks, traffic signalization, traffic signing, pavement markings, etc.
- ☐ 14. Left and right turn lanes are required off of arterials and may be required off of collectors based on a minimum sixty (60) PHT right or left turning movements entering into a driveway or street. For TxDOT ROW, right and left turn lanes may be required according to traffic volumes per TxDOT's current edition of the Roadway Design Manual.
- ☐ 15. Exemptions: If the City finds and determines that certain factors, such as interconnected street systems, mixed uses, and the availability of pedestrian facilities, can result in fewer trips than isolated, low-density subdivisions. Certain development patterns produce fewer trips and shorter trips than developments subject to conventional zoning or located on the fringe of the downtown area. The City hereby finds that traffic patterns and infrastructure within its urban core are established, and that there is a strong public policy to encourage reinvestment in the City's downtown areas. Further, the City hereby finds that there is a strong public policy to encourage infill development and that there is little opportunity to expand transportation capacity in many infill areas without destroying the City's historic built environment.
- ☐ 16. Accuracy of date: The applicant shall be responsible for verifying the accuracy of all data submitted, including that which might be obtained from the City, excepting that data which only be obtained from the City.

Notification

- ☐ 1. Approval: The City Engineer, shall determine approval for Preliminary Plat approval.
- ☐ 2. The failure of the City Staff to act within thirty (30) days of the respective filing dates of the Preliminary Plat shall be deemed an approval of the plat, except as otherwise agreed to by the developer.
- ☐ 3. Zoning of the tract, if applicable, that shall permit the uses proposed by the Preliminary Plat, or any pending zoning amendment necessary to permit the proposed uses shall have been adopted by the Council prior to approval of the Preliminary Plat.
- ☐ 4. Approval of the Preliminary Plat shall not constitute approval of the Final Plat but shall constitute a vesting of the right to develop under City ordinances, codes and policies in effect on the date of the approval provided that neither the Preliminary Plat nor any subsequent plat or permit has been, or is, allowed to expire.
- ☐ 5. The developer should be aware that specific approvals from other agencies may be required.
- ☐ 6. Upon approval of the Preliminary Plat, the developer shall furnish one (1) electronic copy (in PDF and AutoCAD format) copy of the approved Plat to be kept on file at the City as public record.
- ☐ 7. The general Preliminary Plat process is illustrated below, for detailed guidelines reference the City of Elmendorf Code of Ordinances:

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Responsibility

The developer and the engineer that prepares and submits such plats shall be and remain responsible for the adequacy of the design and nothing in this Ordinance shall be deemed or construed to relieve or waive the responsibility of the developer or his/her engineer for or with respect to any plat submitted.

OWNER INFORMATION	
Company:	
If property ownership is in the name of the partnership, corporation, joint venture, trust, or other entity, please list the official name of the entity and the name of the managing partner.	
LAST NAME	First MIDDLE
STREET ADDRESS	HOME TELEPHONE
CITY, STATE, ZIP	BUSINESS TELEPHONE
EMAIL:	CELL/OTHER PHONE NUMBER:

Authorization

By signing this form, the owner of the property authorizes the City of Elmendorf to begin proceedings in accordance with the process for the type of application indicated above. Owner further acknowledges that submission of an application does not in any way obligate the City to approve the application. By signing this form, the owner of the property authorizes the City of Elmendorf to enter upon the property to perform all necessary inspections and acknowledges that the construction will be in accordance with the City of Elmendorf standards and the approved construction documents. By indicating an agent on the application, the property owner authorizes the agent to represent the request and all official contact will be between the City of Elmendorf and the agent.

Owner Signature: _____ Date: _____

The State of Texas
County of Bexar

KNOW ALL MEN BY THESE
PRESENTS

Before me, _____, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, 20____.

Seal

Notary Public's Signature _____

AGENT INFORMATION:

If an agent is representing the owner of the property, please complete the following information:

Agent Name: _____ Company: _____
Phone: _____ Fax: _____
Address: _____
City: _____ State: _____ Zip: _____
Email: _____

You may submit this application by email to cdailey@elmendorf-tx.com