

City of Elmendorf

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



FINAL 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 Construction Plan is required prior to the submission of a Final Plat.
- The Final Plat provides detailed graphic information and associated text indicating property boundaries, easements, streets, utilities, drainage, and other information required for the maintenance of public records of the subdivision of land.
- 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 Final Plat for any proposed subdivision of land, shall be submitted to the City for approval by the City Council.

- ☐ 1. Completed application forms and the payment of all applicable fees per the Master Fee Schedule.
- ☐ 2. Legible prints, 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.
- ☐ 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 Final Plat submittals for completeness at the time of application. If, in the judgement of City Staff, the Final Plat submittal substantially fails to meet the minimal informational requirements as outlined above, it will not be accepted for review.
- ☐ 8. Prior to the City Council meeting at which the Final Plat is presented, City Staff shall review the plat for consistency with the City's Code of Ordinances, policies, and plans.
- ☐ 9. City staff shall prepare a report analyzing the Final Plat submittal, as well as any comments received concerning the Construction Plan, and recommending either the approval or disapproval of the Final Plat. This report shall be available at least seven (7) business days prior to the City Council meeting.
- ☐ 10. If the developer chooses to withdraw the Final Plat, in writing, by noon of the third business day preceding the City Council meeting, the submittal may appear on the next City Council agenda after repayment of the applicable fees.

General Information

- ☐ 1. Format: The Final Plat shall be drawn on eighteen-inch by twenty-four-inch (18" x 24") mylar sheets at a scale of one (1) inch equals one hundred feet (1" = 100') with all dimensions labeled accurately to the nearest one tenth (1/10) of a 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 Final Plat shall include all of the tract intended to be developed at one (1) time, and shall contain or have attached thereto:

- a) 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 number.
- b) The date, scale, north point, addresses of the owner of record, developer, registered public surveyor, and registered professional engineer if required, plotting the tract. The engineer and surveyor shall affix their seals to the plat in conjunction with the signing of the certification requirements.
- c) 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 7.3-minute quadrangle map is recommended.
- d) Identification and location of proposed uses and reservations for all lots within the subdivision.
- e) The owner's names and the property lines of property within three hundred (300) feet of the subdivision boundary, together with the respective plat or deed references as determined by the most recent tax rolls.
- f) Certification, signature and revision blocks as required by the City, County, and utility provider (as necessary), including but not limited to the following:
 - i. Certification block for the subdivision owner, including notary block, and certification block for the subdivision surveyor and engineer
 - ii. Certification block for a registered professional engineer and approval by the State Health Department (if applicable) that water satisfactory for human consumption is available in adequate supply at the time of submission, except that such certification is not required if the property will be served by the City water system;
 - iii. Certification block for the County Health District that a subdivision is located in an area which cannot reasonably be served by an organized wastewater collection system and that the use of septic tank or other means of disposal has been approved by the County Health District. Said certificate shall show the limitations, if any, of such approval;
 - iv. Certification block for the Mayor, and City Secretary;
 - v. Certification of recordation block for the Bexar County Clerk.
 - vi. List all approved variances, including City Council approval date and reference number.
- g) Lot area, width and depth, public utility and drainage easements, and setbacks shall conform to the requirements as established for the designated land use as set forth in this Ordinance.
- h) All required documentation per applicable City ordinances and codes.

Existing Conditions

- ☐ 1. The existing property lines, including bearings and distances, of land being subdivided. Property lines shall be drawn sufficiently wide to provide easy identification.
- ☐ 2. Areas delineating the regulatory one hundred (100) year floodplain, if applicable. This information must be certified by a registered professional engineer.
- ☐ 3. The location, dimensions, names and descriptions of all existing and 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 current deed and plat records. The existing right-of-way width of any boundary street to the proposed subdivision shall also be shown.
- ☐ 4. 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 such line traverses the subdivision or is contiguous to the subdivision boundary.

Survey Control Information

- ☐ 1. True bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner which shall be accurately described on the plat and rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four (4) property corners.

- ☐ 2. The description and location of all permanent monuments or benchmarks, standard monuments, survey control points and lot pins.
- ☐ 3. Suitable primary control points to which all dimensions, bearings and similar data shall be referenced. At least one (1) corner of the subdivision shall be located with respect to a corner of the original survey of which it is a part.
- ☐ 4. Sufficient delta shall be shown on the plat for each lot to prove mathematical closure.

Improvements

- ☐ 1. The location, bearings, distances, widths, purposes and approved names of proposed streets, alleys, easements and rights-of-way to be dedicated to public use.
- ☐ 2. Streets: Provide complete curve data (delta, arc length, radius, tangent, point or curve, point of reverse curve, point of tangent, long chord with bearing) between all lot corner pins.
- ☐ 3. Watercourses and Easements: Provide distances to be provided along the side lot lines from the right-of-way line or the high bank of a stream. Traverse line to be provided along the edge of all major waterways in a convenient location, preferably along a utility easement if paralleling the drainage easement or stream.
- ☐ 4. The property lines and number designations of all proposed lots and blocks, with complete bearings, distances and dimensions for front, rear and side lot lines. The surveyor shall certify that all lots meet the City's minimum requirements set forth herein.
- ☐ 5. The use, property dimensions, names and boundary lines of all special reservations to be dedicated for public use, including sites for schools, churches, parks and open spaces; common ownership; or subsequent development.
- ☐ 6. The location of building setback lines, as required by the City's Zoning Ordinance and indicated by dashed lines on the plat, and the location, dimensions, and descriptions of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries.
- 7. The proposed location of sidewalks for each street, to be shown as a dotted line inside the proposed right-of way lines.

Support Documents

- ☐ 1. Developer shall include a copy of the approved application for floodplain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA), if applicable.
- ☐ 2. If a subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location or the utility easements shown on the plat and indicating the utility's intent to serve the property, except that said letters are not required if the easements conform to those approved on the Preliminary Plat.
- ☐ 3. If the construction of all improvements needed to serve the subdivision is not completed prior to the filing of the plat for recordation then the developer must provide financial assurance for the completion of the remainder of those improvements in accordance with this Ordinance.

Procedure

After approval of the Preliminary Plat and Construction Plans for a proposed subdivision, a Final Plat for that subdivision shall be submitted to the City for Commission and Council approval before recordation.

- ☐ 1. A Final Plat may be submitted for review and approval simultaneously with Construction Plans, provided however that the Final Plat shall not be approved until the Construction Plans have been approved. If the Final Plat and Construction Plans are to be reviewed simultaneously, a complete application for Final Plat and a complete application for Construction Plans must be submitted to the City simultaneously.
- ☐ 2. Legible prints, as indicated on the application form, shall be submitted at least thirty (30) days prior to the regular meeting of the Commission at which the Final Plat is to be heard, along with the following:
 - a) Completed application forms and the payment of all applicable fees, including all applicable impact fees.
 - b) Any materials or documents required by the Commission and/or Council as a condition of Preliminary Plat approval.

- c) A letter requesting any variances from the provisions of this Ordinance, if not previously approved as part of the Preliminary Plat and posted pursuant to the requirements of this Ordinance.
 - d) Two (2) copies of the deed restrictions or covenants, if such documents are to be used. These shall be filed for record in conjunction with the filing of the Final Plat.
 - e) Certification from all applicable taxing authorities that all taxes due on the property have been paid.
 - f) Performance and maintenance guarantee as required by the City.
 - g) Any attendant documents needed to supplement the information provided on the Final Plat.
3. City staff shall review all Final Plat submittals for completeness at the time of application. If, in the judgment of City staff, the Final Plat submittal substantially fails to meet the minimal informational requirements as outlined above, it will not be accepted for review.
 4. Prior to the Commission meeting at which the Final Plat is presented, City staff shall review the plat for consistency with City codes, policies and plans.
 5. City staff shall prepare a report analyzing the Final Plat submittal, as well as any comments received concerning the Preliminary Plat, and recommending the either approval or disapproval of the Final Plat. This report shall be available at least seven (7) business days prior to the Commission meeting.
 6. If the developer chooses to withdraw the Final Plat, in writing, by noon of the third business day preceding the meeting of the Commission, the submittal may appear on the next Commission agenda after repayment of the applicable fees.

Notification

- ☐ 1. Public notification of Final Plats filed as part of an approved Preliminary Plat shall not be required.

Approval

- ☐ 1. Approval: The Commission and Council, after holding public hearings in accordance with City ordinances and codes, shall act on the request for Final Plat approval.
- ☐ 2. The failure of the Commission or the Council to act within thirty (30) days of the respective filing dates of the Final Plat shall be deemed an approval of the plat, except as otherwise agreed to by the developer.
- ☐ 3. For Final Plats submitted simultaneously with a Construction Plans, the failure of the Commission to act within thirty (30) days of the later of the filing date or the Construction Plan approval date shall be deemed an approval of the Final Plat, except as otherwise agreed to by the developer.
- ☐ 4. The developer shall begin construction of the required public improvements or file a financial surety instrument for the improvements within six (6) months after Final Plat approval by the Commission, or such approval of the Final Plat shall be void.
- ☐ 5. Unless the Final Plat is recorded in the Official County Records within twelve (12) months after approval by the Commission, such approval of the Final Plat shall be void, except that the developer may apply in writing to allow extension of approval prior to the end of such twelve (12) month period, stating just cause therefor, and the Commission may grant an extension not to exceed one (1) year.
- ☐ 6. Zoning of the tract, if applicable, that shall permit the proposed use, or any pending zoning amendment necessary to permit the proposed use shall, have been adopted by the Council prior to approval of the Final Plat.
- ☐ 7. The developer should be aware that specific approvals from other agencies may be required.
- 8. The general Final Plat process is illustrated below, for detailed guidelines reference this Ordinance:

Revision

- ☐ If revision of the Final Plat is required by the City Council, then the Final Plat shall not be recorded until the revised Final Plat has been resubmitted and approved by City staff for compliance with the Commission's requirements, and the Council's requirements, if any, established by the Council.

Recordation

- ☐ 1. Prior to the recordation of the Final Plat, one (1) original copy of the Final Plat shall be submitted to the City for signatures, and:
 - a. The Final Plat shall have been approved by the Commission pursuant to the provisions of this Ordinance.
 - b. All conditions of Final Plat approval established by the Commission shall have been determined to be complete by City staff.
 - c. Construction plans for all required improvements shall have been approved by the City Engineer.
 - d. Performance and maintenance guarantee for all required improvements shall have been established pursuant to this Ordinance.
 - e. Copies of any agreements required providing for the proper and continuous operation, maintenance, and supervision of any facilities that are of common use or benefit which cannot be satisfactorily maintained, or which have been rejected for operation and/or maintenance, by an existing public agency shall be executed.
 - f. Written acceptance of all improvements required by this Ordinance by the City Engineer or, in lieu of acceptance, assurance of completion of said improvements pursuant to this Ordinance, shall be received by the City.
 - g. All applicable fees pursuant to City ordinance shall be paid.
 - h. Notes shall be added to the plat describing any variances approved by the Commission.
- ☐ 2. City staff shall, upon determination that all provisions of this Ordinance have been satisfied, and all the above conditions have been met, obtain signatures certifying Final Plat approval by the Mayor, as attested to by the City Secretary.
- ☐ 3. Once the original Final Plat has been certified by the Mayor, City staff shall notify the developer that the original Final Plat is ready for reproduction.
- ☐ 4. The developer, at his/her own expense, shall provide two (2) full-size hard copies (three (3) full-size hard copies are required for plats within the City's extraterritorial jurisdiction) and one (1) electronic copy (in PDF and AutoCAD format) copy or the original, signed Final Plat, and return the copies and the original Final Plat to the City Engineer for recordation.
- ☐ 5. City staff shall, after the copies and the original Final Plat have been duly recorded in the Official County Records, return the original Final Plat to the developer within five (5) business days by notifying the developer that the original Final Plat is available for pickup at City Hall. All applicable fees shall be paid for by the developer.
- ☐ 6. The City shall keep one (1) copy of the original approved Final Plat on file as public record.

Responsibility

Notwithstanding the approval of any Final Plat by the Council, or the City Engineer, 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: _____