



COMMUNITY SERVICES DEPARTMENT

12002 Hwy 6, Santa Fe, TX 77510

PO Box 950

Phone (409) 925-6412

Subdivision Application

Case Number: _____

Please Note: A subdivision application is not complete unless the application, plat drawings and supporting documentation have been received by the Community Services staff. **Items will not be accepted separately.**

Preliminary Plat: _____ Final Plat: _____ Minor Plat: _____ Amending Plat: _____

APPLICANT & OWNER INFORMATION

Name of Property Owner: _____

Signature: _____ Company: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____ Phone: _____

Name of Developer (if different from Owner): _____

Signature: _____ Company: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____ Phone: _____

SUBJECT SITE INFORMATION

Name of Subdivision: _____

Number of Lots: _____ Blocks: _____ Reserves: _____

Location: _____

Agent/Surveyor: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____ Phone: _____

Subdivision Application (page 2)

Case Number: _____

Document Submission

- ___ (1) Folded Print for Staff Review
- ___ (7) Folded Prints for P&Z Commissioners
(Only needed for preliminary, & final plats)
- ___ TxDot Permit (if applicable)
- ___ Protective Covenants (if applicable)
- ___ DD1 Review or Approval (if applicable)
- ___ Title Report or City Planning Letter (within 60 days of application)
- ___ Certified Tax Certificates (SFISD and City/County)
- ___ Construction Drawings (if applicable)
- ___ Engineering Review (if applicable)
- ___ Approval(s)/Letter(s) of request for permission to cross privately held easements or rights-of-way
- ___ Variance Request(s) (if applicable)

Subdivisions / Plats	
DESCRIPTION	FEE
Administrative / Minor Plats	\$350 +\$40/ commercial acre
Amending Plats	\$350 +\$40/ commercial acre
County Fees	Paid Directly to County
Final Plats (more than 12 lots)	\$1500 +\$40/ commercial acre
Final Plats (up to and including 12 lots)	\$600 +\$40/ commercial acre
Lot Consolidation	\$50
Plat Certification	\$75
Preliminary Plats	\$1500 +\$40/ commercial acre
Subdivision Waiver	\$100

For Department Use Only

Date Received: _____ Fee Paid: _____ Payment Type: _____

Case Number: _____ Accepted by: _____

Affidavit of Utility Availability

Within the City of Santa Fe and its
Extra-Territorial Jurisdiction

The _____ Subdivision, Property ID # _____,
located in the vicinity of (address or legal description) _____
_____.

NOTICE TO THE SUBDIVIDER: Failure to obtain approval from one or the other of the agencies below indicates that at least one lot in the named subdivision may fail to qualify for an approved sanitary and/or potable water system. The subdivision is unable to be approved until satisfactory proof is submitted that such systems are eligible for installation on each lot. It is the sole responsibility of the subdivider to contact the appropriate agency to determine the minimum documentation that must be submitted to assure the availability of a potable water supply and sewerage treatment. After obtaining such documentation accompanied by a letter or affidavit (below) attesting that a potable water and/or approved sewerage treatment system can be made available to the lots in question, submit a copy to the Development Officer.

Galveston County Health District:

The lots contained in this subdivision, as presented to the Galveston County Health District on this date, meet or exceed the minimum lot size requirement to install a ☐ **well** and/or ☐ **septic system**.

Approved: _____ Denied: _____

Attested by:

_____, 20____
Name of District Representative Title Date

The general minimum lot size requirements for a property requiring water well and septic system is one (1) acre. Minimum lot size to install a septic system when a public water supply is available is half (1/2) an acre. Other variables on the property may impact the amount of land required. The property owner is advised to seek assistance of a professional in onsite sewerage disposal (septic system).

The Galveston County Health District approved well and septic plans only on a site-specific basis or, if a pre-plotted subdivision application is submitted to the G.C.H.D., pursuant to Chapter 285 of the Texas Administrative Code Sections 285.4 and 285.5. If there are any questions concerning the permitting process or to obtain a list of approved installers or designers please contact the Galveston County Health District directly at (409) 938-2300.

WCID #8

The above referenced subdivision is eligible for installation of a:

☐ **Water Connection**

☐ **Sewer Connection**

On each lot or parcel therein, upon application to WCID #8 and when installed in conformity with regulations of the district. All lots must have water and/or sewer immediately available at the property lines or in the adjacent right-of-way.

Approved: _____ Denied: _____

Attested by:

_____, 20____
Name of District Representative Title Date