

WAIVER TO BUILD ACROSS LOT LINE APPLICATION (PREVIOUSLY SIMPLE AMENDMENT TO PLAT)

Updated: September 2025



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

Subdivision Name: _____

Subject Property Address or General Location: _____

Proposed Number of Lots: _____ Acres: _____

Tax ID #: R _____

Located in: ☐ City Limits ☐ Extraterritorial Jurisdiction (County) _____

☐ S.M. River Corridor ☐ Planned Development District: _____

Proposed Use of Land: _____

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 \$788 plus \$100 per acre Technology Fee \$15 MAXIMUM COST \$3,015

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

Apply Online at [MGOCONNECT.ORG](https://mgconnect.org)

Planning & Development Services • 630 East Hopkins • San Marcos, Texas 78666 • 512-393-8230

ACKNOWLEDGEMENT OF LIMITATIONS FOR SALE OF PROPERTY

By signing below I understand that by receiving a waiver to allow a building across a lot line the property designated in the application cannot be sold without a re-plat or removal of the structure crossing over the lot line in accordance with the San Marcos Development Code. This waiver is controlling over the recorded plat until the structure requiring the waiver is destroyed or demolished. If no re-plat or removal of structure is done before the sale of the property I understand that the waiver will be considered invalid and not accepted for filing by the county.

Signature of Applicant: _____ Date: _____

Printed Name: _____

CRITERIA FOR APPROVAL:

(A) The combined area and dimensions of the two contiguous lots meet all dimensional standards for a single lot under this Development Code.

(B) Both lots are under the same ownership.

(C) Both lots must be legally platted whole lots within an existing subdivision.

(D) The waiver shall not attempt to remove or modify recorded covenants or restrictions or easements.

(E) The waiver to allow building across a lot line shall not require the dedication of any additional right-of-way or easements.

EXPIRATION: A waiver to allow building across a lot line shall expire automatically if:

(1) Development of the lot does not occur within two years of the recordation of the waiver.

(2) The structure built under the waiver is either demolished or destroyed.

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

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
☐	Pre-development meeting with staff is <u>required</u> unless waived by the Responsible Official Please visit http://sanmarcostx.gov/1123/Pre-Development-Meetings to schedule, or email planninginfo@sanmarcostx.gov with any questions.	
☐	Completed Application Pg. 1 – Basic Information	
☐	Completed Application Pg. 2 – Acknowledgement for Limitations of Sale	
☐	Completed Application Pg. 3 – Agent's Authorization to Represent the Property Owner	
☐	Application Filing Fee \$788 \$100 per acre (\$3,000 max) Technology Fee \$15	
☐	Written Approval from the appropriate County for Plats in the Extraterritorial Jurisdiction – this approval will be coordinated by City of San Marcos Staff	
☐	Recorded Deed as Proof of Record of Ownership	
☐	Tax Receipt indicating that taxes were paid prior to January 31 st of the current year. (Tax Certificates required prior to recordation)	
☐	Names and addresses of property lien-holders, if applicable, OR statement that the property has no lien holders	
☐	A written statement of the reason for a waiver to build across lot line	
☐	Illustrations or other documents showing the proposed amendment to the plat including any additional structures	
**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...”		

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