



SAN BENITO
THE SOUL OF SOUTH TEXAS

City of San Benito
Planning & Development Department
400 N. Travis Street
San Benito, Texas 78586
(956) 361-3804

Subdivision Application

Date: _____

Application Type: ☐ Preliminary Plat ☐ Final Plat ☐ Minor Plat ☐ Replat

1. Exact Name of Subdivision _____

2. Property Owner _____ 3. Developer _____

4. Owner's Phone Number: _____ 5. Owner's Email _____

6. Owner's Address: _____

7. Current Zoning: _____ 8. Required Zoning _____

9. Legal Description: _____

10. Property ID: _____ 11. Inside City Limits? ☐ Yes ☐ No

12. Primary Consulting Firm _____ 13. Consulting Firm Phone: _____

14. Consulting Firm Address: _____

15. Consulting Firm Email: _____

16. Desired Land Use Option: _____

17. Number of Lots: Single Family _____ Multi-Family _____ Commercial _____ Industrial _____

18. Proposed Wastewater Treatment: ☐ Sanitary Sewer ☐ OSSF (On-Site Sewage Facility)

19. Electric Power and Light Company to Serve the Proposed Subdivision: _____

20. Potable-water Retailer: _____

Owner / Representative Signature:

☐ Owner ☐ Authorized Agent

Signature _____

Date _____

Print Name _____

Title _____

Submission Requirement Checklist

Preliminary Plat

- ☐ \$250.00 Payment
- ☐ Signed Application
- ☐ Property Deed
- ☐ Title Report
- ☐ Utility Layout
- ☐ Preliminary Drainage Report and Drainage Plan
- ☐ Letter of Authorization (Notarized)
- ☐ Utility Provider Letters (Other than City of San Benito) Preliminary Plat in
- ☐ 24"x36" Format (5 Copies- Folded)
- ☐ 11"x17" Copies of Subdivision Plat and Utility Layout (1 Copy)
- ☐ Digital File(s) (PDF or AutoCAD)

Final Plat

- ☐ \$250.00 Payment
- ☐ Signed Application
- ☐ Property Deed
- ☐ Construction Plans in 24"x36" Format (3 Copies)
- ☐ Drainage Report and Drainage Plan
- ☐ Final Plat in 24"x36" Format (10 Copies- Folded)
- ☐ Final Engineering Report (1 Copy)
- ☐ Traffic Impact Analysis (If Required)
- ☐ Tax Certificates
- ☐ 11"x17" Copy of Subdivision Plat (1 Copy)
- ☐ Digital File(s) (PDF or AutoCAD)
- ☐ Mylar of Subdivision Plat & Check Payable to Cameron County for Recording Fee (Required after P&Z Approval)

Replat

- ☐ \$250.00 Payment
- ☐ Signed Application
- ☐ Property Deed
- ☐ Tax Certificates
- ☐ Replat in 24"x36" Format (5 Copies- Folded)
- ☐ Drainage Report and Drainage Plan (If greater than 0.50 acre)
- ☐ As-built Survey
- ☐ 11"x17" Copy of Subdivision Plat (1 Copy)
- ☐ Digital File(s) (PDF or AutoCAD)
- Mylar of Subdivision Plat & Check Payable to Cameron County for Recording Fee

Plat Notes

1. The property is located within the city limits and zoned _____
2. Flood Zone Designation: _____
3. Building Yard Setbacks:
Front- 25 feet
Side- 5 feet or utility easement, whichever is greater.
Rear-15 feet
Side Yard Setback on the Street Side-10 feet or Utility Easement, whichever is greater.

Building Yard Setbacks (Commercial):
Front- 25 feet
Side- 5 feet or utility easement, whichever is greater.
Rear-5 feet or Utility Easement, whichever is greater.
Side Yard Setback on the Street Side-10 feet or Utility Easement, whichever is greater.
4. The water purveyor is the City of San Benito. (If applicable)
5. The sanitary sewer purveyor is the City of San Benito. (If applicable)
6. Fire hydrants will be required as per City of San Benito Code of Ordinances.
7. Public sidewalks are required in accordance with the City's Code of Ordinances.
8. Construction and installation of water lines within the development or lot are at the responsibility of the developer/owner at their cost.
9. Construction and installation of sanitary sewer lines within the development or lot are at the responsibility of the developer/owner at their cost.
10. No more than one (1) single-family dwelling or structure shall be permitted on any lot or parcel located in urban and rural subdivisions.
11. Issuance of building or construction permits is subject to approval of a Drainage Report by the Cameron County Drainage District No. 3, as may be applicable pursuant to Texas
 - a. Water Code § 49.211, and any applicable policies and regulations adopted by the District's Board of Directors.
12. Issuance of building or construction permits is subject to approval by the Cameron County Irrigation District No. 2 as may be applicable in accordance with state law and the policies and regulations adopted by the District's Board of Directors.

13. All construction and related activities requires approval by the City in accordance with the City's Code of Ordinances.
14. On-site detention ponds shall be private and the property owner(s) shall be responsible for the proper maintenance and operation. If multiple lots or tracts are utilizing a common on-site detention pond, the proper maintenance and operation will be the property owners through a legally formed entity like a property owners' association, or equivalent, and subject to the approval by the City Commission during the final plat process.

Signature Certificates

DEVELOPER/OWNER CERTIFICATION

The undersigned developer, an owner of a tract of land in the county which has been divided into residential lots of five (5) acres or less each, hereby certifies as follows:

(Includes a description of the water and sewer facilities to be installed on the subdivision and a date by which those facilities will be fully operable.)

OR

(Water and sewer facilities are unnecessary for the subdivision).

The water and sewer facilities above described are in compliance with the model rules adopted under V.T.C.A., Water Code 16.343 and comply in all respect with state, county and municipal law.

This certification is made in accordance with V.T.C.A., Local Government Code, 212.0105.

EXECUTED this _____ day of _____, 20_____.

_____(Developer)(Printed Name)

SWORN AND SUBSCRIBED before me personally by _____ on this the _____ day _____, 20_____.

Notary Public, State of Texas

ENGINEER CERTIFICATION

The undersigned engineer who is duly registered to practice in the State of Texas, hereby certifies as follows:

The water and sewer facilities are hereinabove described by the Developer are in compliance with the model rules adopted under V.T.C.A., Water Code 16.343 and comply in all respects with State, County and Municipal law.

EXECUTED this day _____ of _____, 20_____.

_____(Engineer)(Printed Name)

SWORN AND SUBSCRIBED before me personally by _____ on this _____ day of _____, 20_____.

Notary Public, State of Texas

CITY CERTIFICATION- FINAL PLAT

We the undersigned of the City of San Benito, hereby certify that this subdivision plat of _____, conforms to all the requirements of the Subdivision Regulations of the City of San Benito, Texas

_____	_____
Planning and Zoning Chairman	Date

_____	_____
Mayor	Date

_____	_____
City Engineer or Director of Public Works	Date

_____	_____
City Secretary	Date

CITY CERTIFICATION- MINOR PLAT

I, _____, Administrator of the City of San Benito, Texas do hereby certify this Minor Subdivision Plat known as _____ conforms to all Subdivision requirements of this City wherein my approval is required and has been approved for recording.

Contacts

Utility Providers

Texas Gas Service	
Rene Casares <i>Public Engineer</i>	rene.casares@onegas.com 956.444.3967

AEP	
Rubi Rodea <i>Right-of-Way Agent</i>	rrodea@aep.com 956.626.2613
Mario Campos <i>Right-of-Way Agent</i>	mgcamposjr@aep.com 956.502.3589
Francisco Gallegos <i>Eng. Dept Customer Design</i>	fgallegos@aep.com 956.626.2608 956.264.0281

Spectrum	
Felipe Creado	felipecreado@charter.com 956.556.0605
Erick Torres <i>Business Development Specialist</i>	erick.torres@charter.com 956.365.6664 956.357.6204

AT&T	
Eddie Rodriguez <i>Design Engineer</i>	Harlingen office 956.226.8797
Paul Weston <i>Design Engineer</i>	San Benito area 956.200.0052
Alberto Limas <i>OSP Planning & Engineering Design</i>	j.albert.limas@att.com 956.607.6893

United States Postal Service

USPS San Benito (for cluster boxes)	
Adam Armenta <i>Post Master</i>	adam.r.armenta@usps.gov 956.399.3151
Jesus Gonzalez <i>Customer Service</i>	jesus.gonzalez@usps.gov 956.399.3151