

# Planning Department Preliminary Plat Certification Checklist

- CERTIFICATION APPLICATION** must be signed by the applicant.
- PROOF OF OWNERSHIP** including but not limited to certified tax certificate, copy of deed, etc.
- LEGAL METES & BOUNDS** (field notes) on an 8 ½” by 11” sheet including surveyor seal and signature.
- LETTER OF INTENT** must include all letter of intent requirements including waiver requests and signature of the owner or applicant (separate digital file).
- PLAT WAIVERS REQUESTED** If any waivers are being requested in association with the plat, a waiver request letter including the justifications for the waiver is required. Additionally, any supporting documentation for the waiver request is required.
- PLAT EXHIBIT** formatted and scaled to a 18” x 24” page size (separate digital file).
- TREE SURVEY/TREE PRESERVATION PLAN** formatted and scaled to a 18” x 24” page size (separate digital file) and include associated application/affidavit. If trees will be removed from the site, please submit a Tree Removal Permit form.
- STREET NAME APPROVAL FORM & USPS APPROVAL** required if the development includes any proposed streets.
- TXDOT LETTER OF NO OBJECTION TO ACCESS AND DRAINAGE** required if the development abuts TxDOT right-of-way

# LETTER OF INTENT REQUIREMENTS

- Define acreage of subject property.
- Describe in detail the location of the property. (Example: *approximately 125 feet South of Main Street* or distance from an intersection.)
- Specify proposed uses with specific operations defined
- Square footage of proposed building.
- Please specify if the proposed development will be developed in phases.
- If there is going to be more than one use, will each use be operated and maintained by one owner (Example: Church and Daycare/School).
- Special considerations (i.e. requested waivers, or variances)
- Specify zoning district.
- The letter of intent must provide the signature and contact information of the owner or owners authorized agent.

# PRELIMINARY PLAT TECHNICAL CHECKLIST

<u>General preliminary plat sheet</u>	<u>Applicant</u>
Location / Vicinity map with north arrow and scale and showing all City and County limits where applicable	
Title block located in the <i>lower right hand corner</i> containing the subdivision name, acreage, complete legal description including survey name and abstract number, City, County and preparation date	
Legend, if abbreviations or symbols are used	
Name, address, and phone number of the property owner, surveyor and engineer	
North arrow	
Graphic and written scale. Scale of 1"=20' to 1" = 100"	
Property boundaries with bearings and distances which match accompanying legal metes and bounds field notes	
Provide the existing and proposed topography at five foot (5) contour intervals including drainage channels and creeks	
Lot dimensions including bearings and distances	
Provide lot and block numbers for every lot (numbers only)	
List the total number of buildable lots	
Provide existing zoning	
Location of significant manmade features, including railroads, buildings, utilities, or physical features	
Areas to be dedicated for right-of-way including dimensions, area providing bearings and distances of centerline	
Recording information for any existing easements (water, sanitary sewer, storm drainage, electric, telephone, gas, cable television, fire lanes, etc.) and rights-of-way and all bearing and distance information on proposed easements including easements filed by separate instrument	
Location of existing and proposed FEMA 100-year floodplain and floodway limits with elevations	

Identify all boundary survey monumentation on the plat. Tie proposed tract to the parent tract monumentation with bearings and distances	
Boundary lines and acreage of the land to be dedicated to the City for public parkland	
Boundary lines and acreage of land proposed for private park including note indicating ownership and maintenance responsibility	
Land use, zoning, subdivision name, and recording information for all adjacent properties	
Location of City limits boundary and/or County boundary if they traverse the subdivision, form part of the boundary of the subdivision or are contiguous to such boundary	
For preliminary plats exempt from requirements for Subdivision Master Plan, designation of each phase of development and the proposed order of development	
Provide the location and sizes of proposed water, wastewater and storm drainage facilities to serve the development, including the sewer flow arrows.	
Show proposed street names	
Any additional information as requested to clarify the proposed development	
<b><u>Standard Notes to be included on Preliminary Plat</u></b>	<b><u>Applicant</u></b>
The thoroughfare alignments shown on this exhibit are for illustration purposed and do not set the alignment. Alignment is determined at time of final plat	
Notice: Selling a portion of this addition by metes and bounds is a violation of City ordinances and State law and is subject to fines and withholding of utilities and permits	
According to Flood insurance Rate Map, Panel _____, dated _____, is located in Zone(s) _____ and is/is not within the 100-year floodplain	
If floodplain exists on the property, provide a note stating that any development shall be in accordance with floodplain ordinance in effect at the time of construction application	
All open space, common areas, greenbelts, drainage easements or other areas identified as private shall be the responsibility of owner or owners successors and or/ assigns provided such successor or assign is approved by the City	

All energy utility provider notes (where applicable)	
Any applicable notes required by TxDOT	
State any and all waivers requested for the plat	
<b><u>Acknowledgements and Certificates to be provided</u></b>	<b><u>Applicant</u></b>
Owner's Acknowledgement	
Certificate of Platting Surveyor	
Certificate of Platting Engineer	
Utility Provider Certification (where applicable): <ul style="list-style-type: none"> <li>• Cibolo Creek Municipal Authority</li> <li>• New Braunfels Utilities</li> <li>• Green Valley Special Utility District</li> <li>• Guadalupe Valley Electric Cooperative, Inc.</li> <li>• San Antonio River Authority</li> </ul>	

<b>Acknowledgement / Certification Notes To Be Used</b>
<p><b>Certification by City Engineer:</b></p> <p>I, the undersigned, City Engineer of the City of Schertz, Texas hereby certify that this subdivision plat conforms to all requirements of the subdivision regulation and the City as to which this approval is required. (seal)</p> <p>_____</p> <p>City Engineer</p>
<p><b>Planning and Zoning Commission:</b></p> <p>This plat of _____ Subdivision name _____ has been submitted to and considered by the Planning &amp; Zoning Commission of the City of Schertz, and hereby approved by such commission.</p> <p>By _____</p> <p style="padding-left: 100px;">Chairman</p> <p>By _____</p> <p style="padding-left: 100px;">Secretary</p>