

Planning Department Vacating Plat Certification Checklist

(Must be accompanied by a Replat or Final Plat Application)

- 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 EXHIBIT** formatted and scaled to a 18” x 24” page size (separate digital file).

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.

VACATING PLAT TECHNICAL CHECKLIST

<u>Vacating 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	
Drawings of area being vacated matching the existing recorded plat, including all bearings and distances, easements, with recording information, right-of-way with recording information	
Lot dimensions including bearings and distances	
Provide lot and block numbers for every lot (numbers only)	
List the total number of buildable lots	
Subdivision name and recording information for all adjacent properties	
Any additional information as requested to clarify the proposed development	

Acknowledgement / Certification Notes To Be Used	Applicant
<p>Certification by City Engineer:</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>Planning and Zoning Commission:</p> <p>This plat of _____ Subdivision name _____ has been submitted to and considered by the Planning & 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>	