

Preliminary Plat Certification Checklist

- ☐ **CITYVIEW ONLINE APPLICATION** must register for an account if a first-time applicant.
- ☐ **PROOF OF OWNERSHIP** including but not limited to certified tax certificate, copy of deed, etc.
- ☐ **LEGAL METES & BOUNDS** (field notes) on a sheet including surveyor seal and signature (separate digital file).
- ☐ **AGENT AUTHORIZATION LETTER** must include all requirements shown on page 3, and signature of the owner (separate digital file).
- ☐ **LETTER OF INTENT** must include all letter of intent requirements including waiver requests shown on page 4, and signature of the owner or authorized agent (separate digital file).
- ☐ **PLAT EXHIBIT** formatted and scaled to an 18" x 24" page size (separate digital file).
- ☐ **TRAFFIC IMPACT ANALYSIS**
 - **DETERMINATION FORM** ([LINK](#)) if form indicates a study is required; please contact the Engineering Department to discuss the scope of the study required.
- ☐ **PRELIMINARY ENGINEERING REPORTS (WATER & WASTEWATER)**
Design Criteria can be found in Section 2.2 of the Public Works Design Guide.
- ☐ **PRELIMINARY STORMWATER MANAGEMENT PLAN** Stormwater Management Plan Requirements and Drainage Design Criteria can be found in Section 4.3 of the Public Works Design Guide.
- ☐ **TREE PRESERVATION / REMOVAL**
 - **APPLICATION / AFFIDAVIT** ([LINK](#)) form is required to be filled out for all applications.
 - **TREE PRESERVATION PLAN EXHIBIT** formatted and scaled to an 18" x 24" page size (separate digital file) required if trees are being removed.

- ☐ **STREET NAME APPROVAL FORM [\(LINK\)](#) & USPS APPROVAL** required if the development includes any proposed streets.
- ☐ **TXDOT LETTER OF NO OBJECTION TO ACCESS AND DRAINAGE** required if the development impacts TxDOT facility
- ☐ **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.
- ☐ **LOT AND BLOCK EXHIBIT** required for all residential subdivisions, in tabular form, demonstrating each lot meets the applicable zoning requirements (separate digital file). See page 9 for an example and requirements.
- ☐ **GENERAL PARKS PLAN** required for all residential subdivisions. Provide a general parks plan showing all park and open space, private and public (separate digital file). See page 10 for requirements.

AUTHORIZED AGENT LETTER REQUIREMENTS

If acting as an agent on behalf of the owner of the property, then an Authorized Agent Letter is required.

Separate digital file submission

Authorized Agent Letter must be notarized.

Include the following language:

“With this letter, **(owner name)**, authorizes you to recognize **(authorized agent name/ Professional Service Group)**, as its Agent, and acting on its behalf may sign for development applications, waivers and requests, and permits for constructions in relation to **(property address / proposed development name)**, and by its signature, **(owner name)** recognizes and approves these actions and willfully accepts responsibility as the owner of this project.”

Authorized Agent Letter must be notarized

****We recommend specifying in the agent authorization letter that the professional services from a specific group are authorized in relation to a project.****

LETTER OF INTENT REQUIREMENTS

Header

Date

City of Schertz Planning Department
1400 Schertz Parkway Bldg. 1
210-619-1780

Letter Contents:

Define acreage of subject property.

Specify existing and/or proposed zoning district.

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.

Please specify if the proposed development will be developed in phases.

Special considerations such as waivers, or variances.

The Letter of Intent must provide the signature and contact information of the owner or owner's 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)	
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	
Commercial lots require cross-lot access easement	
Show all bearing and distance information on proposed easements including easements filed by separate instrument	
Recording information for any existing easements (water, sanitary sewer, storm drainage, electric, telephone, gas, cable television, fire lanes, etc.) and rights-of-way	
Include the entirety of offsite easements that are required for subject property	
Location of existing and proposed FEMA 100-year floodplain and floodway limits	

Identify all boundary survey monumentation on the plat and point of beginning	
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	
Location and boundary lines of land proposed for Residential Subdivision Mailbox Kiosk, and two parking spaces	
Provide the zoning and 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 public water, wastewater and storm drainage facilities to serve the development, including the sewer flow arrows	
Show proposed street names	
For multiple page plats, provide an index map indicating which page the section is referenced, match line references, and highlight the specific page shown	
Any additional information as requested to clarify the proposed development	
<u>Standard Notes to be included on Preliminary Plat</u>	<u>Applicant</u>
The thoroughfare alignments shown on this exhibit are for illustration purposes and do not set the alignment. Alignment is determined at the 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.	
Provide a note that lists the total number of buildable lots	
Provide a note on the current zoning of the subject property.	
Provide a note on the acreage of the 900 lots, their purpose, and maintenance responsibility.	
All energy utility provider notes (where applicable)	
Any applicable notes required by TxDOT	
State any and all waivers requested for the plat	
<u>Acknowledgements and Certificates</u>	<u>Applicant</u>
For Bexar County these requirements need to be on every sheet. • Provide a 4" by 2" blank rectangle above the Title Block for the Bexar County Clerk. For Comal County these requirements need to be on only one sheet. For Guadalupe County these requirements need to be on the first sheet. • Provide a 4" by 2" blank rectangle above the Title Block for the Guadalupe County Clerk. *Ensure there is ample room for stamps and seals for engineers, surveyors, county clerks, etc.*	
Owner's Acknowledgement	
Certificate of Platting Surveyor	
Certificate of Platting Engineer	
Utility Provider Certification (where applicable): • Cibolo Creek Municipal Authority • New Braunfels Utilities • Green Valley Special Utility District • Guadalupe Valley Electric Cooperative, Inc. • San Antonio River Authority	

Certification by City Engineer: 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. Dated this _____ Day of _____, 20____. _____ City Engineer	
Planning & Community Development Acknowledgement (when plats are administratively approved): This plat of _____ Subdivision name _____ has been submitted to and considered by the City of Schertz and is hereby approved. Dated this _____ Day of _____, 20____. _____ City Authorized Agent	
Planning & Community Development Acknowledgement (when plats are approved by the Planning and Zoning Commission): This plat of _____ Subdivision name _____ has been submitted to and considered by the City of Schertz Planning and Zoning Commission and is hereby approved by such commission. Dated this _____ Day of _____, 20____. _____ Chairman _____ Secretary	

LOT AND BLOCK EXHIBIT REQUIREMENTS

** Only required for residential developments**

Specify the phase, lot, and block for each lot within the proposed residential development.

Specify the zoning district for each lot or applicable PDD zoning.

Provide the area in square feet, and the lot width and depth in feet to demonstrate each lot meets the minimum dimensional requirements for the zoning district as per UDC Section 21.5.7.

If the lots are changed or reconfigured with each resubmittal, a new lot and block exhibit will be required with each resubmittal.

[illegible]

GENERAL PARKS PLAN

Only required for residential developments

☐	A statement of the suitability of the parkland in meeting the criteria for public or private parkland, and if a fee-in-lieu is being paid instead of public parkland dedication.
☐	Provide an exhibit showing the location and size of any proposed parks to be dedicated to the public or to be retained as private parkland.
☐	Provide examples of the proposed improvements for public and private parkland.
☐	For developments along the trails master plan, dedicate land for the trail and provide a trail easement.
☐	Identify when the parks are to be built and developed for phased developments
☐	For all developments with proposed public parkland dedication, demonstrate the public parkland has adequate access and parking for the public.

Any public parkland dedication will require the preliminary plat to go to the Parks Board for approval.

Reference [UDC Section 21.9.10](#) for all Private and Public Parkland dedication and development requirements