



**APPLICATION FOR LAND SUBDIVISION (PLAT)**

102 E. Chihuahua Street  
P.O. Box 225  
La Vernia, TX 78121  
(830) 779-4541

CHECK ONE:  Master Plan  Prelim./Final Plat  Prelim. Plat  Final Plat  Replat  Amended  Minor

1. PROPOSED SUBDIVISION NAME: \_\_\_\_\_ UNIT NO. \_\_\_\_\_

LOCATION DESCRIPTION/NEAREST INTERSECTION: \_\_\_\_\_

ACREAGE: \_\_\_\_\_ NO OF LOTS: EXISTING \_\_\_\_\_ PROPOSED \_\_\_\_\_

REASON FOR PLATTING/REPLATTING \_\_\_\_\_

2. OWNER/APPLICANT\*: \_\_\_\_\_

(\* If applicant is person other than owner, a letter of authorization must be provided from owner.\*)

ADDRESS: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

3. LICENSED ENGINEER/SURVEYOR: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ Ste. \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

LIST ANY VARIANCE REQUESTED: \_\_\_\_\_

REASON FOR REQUEST (List any hardships): \_\_\_\_\_

4. PRESENT USE OF THE PROPERTY \_\_\_\_\_ CURRENT ZONING: \_\_\_\_\_

5. CITY LIMITS:  IN  OUT IS ANY PART OF THE PROPERTY IN A FLOODPLAIN?  YES  NO

6. Is the property subject to any liens, encumbrances, or judgments? If so, give details. (Provide separate sheet if needed.) Permission from any lien holders and/or removal of any encumbrances or judgments will be necessary prior to filing of said plat with the County Clerk's office.

**REQUIRED ITEMS FOR SUBMITTAL PACKAGE**

- Completed application, including signature of owner/applicant and signed waiver.
- Copy of deed showing current ownership.
- 7 copies of the plat, collated and folded so that the subdivision name is visible. Staple plats with 2 or more pages.
- 2 copies of the preliminary plan of the water system showing the approximate location and size of onsite and offsite existing and proposed water lines and fire hydrants; sewer system; storm sewer and preliminary drainage plan.
- Current deed restrictions for Vacating Plats, Replats, and Townhouse and Zero Lot Line Subdivisions.
- Survey showing any existing structures on the subject property.
- List of street names approved by the appropriate county.

**PLEASE READ "IMPORTANT NOTES" ON THE REVERSE SIDE OF THIS APPLICATION**

I agree to comply with all platting and subdivision requirements of the City of La Vernia. I understand that the plat will NOT be forwarded to the Planning and Zoning Commission unless staff comments are satisfactorily addressed by the plat correction due date. I voluntarily waive my right to request a certificate stating the date the plat was filed and that the Planning and Zoning Commission failed to act on the plat within thirty days. I do not object to consideration of the plat on \_\_\_\_\_ (date of Planning and Zoning Commission meeting). This waiver expires after \_\_\_\_\_ (date of the Planning and Zoning Commission meeting). (The waiver statement is not applicable to Minor Plats.)

Signature of Owner/Applicant \_\_\_\_\_ Printed Name of Owner/Applicant \_\_\_\_\_ Date \_\_\_\_\_

(If applicant is person other than owner, a letter of authorization must be provided from owner.)

Signature indicates authorization for plat application and acceptance of waiver statement.

## APPLICATION FEES

<b>Overall Development Concept Review Fee</b>	\$250 + \$1.00 per lot, plus \$2.00 per acre or portion thereof for any land within the boundaries of the plat not divided into conventional single-family residential lots, but intended for apartments, townhouses, commercial and/or industrial use.
<b>Preliminary Plat Review</b>	\$250 + \$1.00 per lot, plus \$2.00 per acre or portion thereof for any land within the boundaries of the plat not divided into conventional single-family residential lots
<b>Final Plat Review Fee</b>	\$250 + \$1.00 per lot, plus \$2.00 per acre or portion thereof for any land within the boundaries of the plat not divided into conventional single-family residential lots.
<b>Minor Subdivision Plat</b>	\$250 + \$1.00 per lot, plus \$2.00 per acre or portion thereof for any land within the boundaries of the plat not divided into conventional single-family residential lots.
<b>Vacating a Plat or Replatting</b>	\$250 + \$1.00 per lot, plus \$2.00 per acre or portion thereof for any land within the boundaries of the plat not divided into conventional single-family residential lots.
<b>Plat Amendment</b>	\$250
<b>Engineering Fees Review</b>	To be paid by the developer or property owner before the final plat approval is made by the city.
<b>Changes or request for further reviews from the developer or property owner by the City Engineer</b>	Shall be paid by the developer or property owner at the standard rates charged by the City Engineer before the final plat approval is made by the City.
<b>Legal Fees</b>	Shall be paid by the City for legal fees incurred. The subdivider shall reimburse the City prior to the final plat approval by the City.
<b>Variance Requesting Relief from the Subdivision Ordinance</b>	\$250

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### IMPORTANT NOTES:

- All staff comments must be addressed by the plat correction due date. If not, the plat will NOT be forwarded to the Planning and Zoning Commission until all staff comments have been satisfied.
- For plats on TxDOT right-of-way, it is highly recommended that a permit be submitted to TxDOT prior to submitting the plat application.
- Engineering and legal fees shall be paid to the city prior to the final plat approval.
- The following items must be provided when submitting an approved plat for recordation.
  - Tax certificate showing that no taxes are currently due or delinquent against the property.
  - Three original mylars.
  - Twelve blue line copies for Wilson County 9-1-1 Addressing in 24 X 36 inch or 24 X 18 inch format.
  - One 11 X 17 inch blue line copy.
  - An electronic copy in .pdf in 24 X 36 inch or 24 X 18 inch format and in 11 X 17 inch format.
  - Recording fee. Checks should be made out to Wilson County Clerk.

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### FOR OFFICE USE ONLY:

Date Application Fee Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Receipt No. \_\_\_\_\_ Cash/Check No. \_\_\_\_\_ Amount Recd. \$ \_\_\_\_\_

\_\_\_\_\_ 7 copies                      \_\_\_\_\_ street name appr. list                      \_\_\_\_\_ TxDOT approval letter

\_\_\_\_\_ letter of authorization                      \_\_\_\_\_ proof of ownership                      \_\_\_\_\_ HOA document

Plat review meeting date: \_\_\_\_\_ Planning and Zoning Commission meeting date: \_\_\_\_\_