



403 S. Seguin Street Converse, Texas 78109

Phone: 210-658-5356 Fax: 210-659-0964

www.conversetx.net

PLAT APPLICATION

CHECK ALL THAT APPLY:

_____ Amending or Correction Plat
_____ Final Plat

_____ Master Plan
_____ Plat Deferral

_____ Preliminary Plat
_____ Re-Plat

City of Converse Code of Ordinances Section 40-67, Filing Fees

"Such plat shall be accompanied by a filing fee of \$500.00 per plat, plus \$20.00 per lot, minimum of \$500.00 per plat. The fee shall be \$300.00 per acre for multiple dwelling areas, commercial or industrial districts and other areas not subdivided into lots." "This fee shall not be refunded should the subdivider fail to make formal application for preliminary plat approval or should the plat be disapproved."

Proposed Name of Subdivision: _____

Record Owner Information:

Owner Name: _____ Company Name: _____

Address: _____ City/State/Zip: _____

Phone: _____ Cell: _____ E-mail: _____

Agent/Applicant Information:

Agent/Applicant Name: _____ Company Name: _____

Address: _____ City/State/Zip: _____

Phone : _____ Cell: _____ E-mail: _____

Licensed Engineer/Surveyor: _____

Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Property Information: Check One: Commercial Residential

Location Description: _____

Current Zoning: _____ Proposed Zoning: _____

Proposed Use of Property: _____

Total Acreage: _____ Commercial Acreage: _____ Residential Acreage: _____

Proposed No. of Lot(s): Commercial: _____ Multi-Family _____ Residential 1 or Family _____

I hereby certify that all information provided as part of this application is correct and that I am authorized by the legal property owner to make this application.

Owner Signature: _____ Date: _____

Agent/Applicant Signature (if not owner): _____ Date: _____

Engineer/Surveyor Signature: _____ Date: _____

For Office Use Only

Date Received: _____ Received By: _____
Amount Received: _____ Cash _____ Check No. _____ Credit Card _____ Receipt No.: _____

**PLEASE READ THE FOLLOWING INFORMATION REGARDING
SUBMITTING A PLAT APPLICATION**

Sec. 40-37. - Subdivision master plan; fees.

- (a) *Subdivision master plan.* Where the proposed subdivision constitutes a unit of a larger tract which is to be subsequently subdivided, the subdivider may be required to submit a subdivision master plan. prepared by a surveyor or engineer, of the entire area. The subdivision master plan shall be drawn at a scale of not less than one inch to 500 feet on a topographic map. The master subdivision plan shall include all land under control of or owned by the developer and contain or have attached thereto:
- (1) Names and addresses of the subdivider, record owner, engineer and or surveyor.
 - (2) Proposed name of the subdivision.
 - (3) Location in relation to the rest of the city and boundaries of the proposed subdivision.
 - (4) A schematic layout of the entire tract and its relationship to adjacent property and existing adjoining development, including tentative proposed layouts of streets, blocks, drainage and utilities, if determined to be necessary by the planning commission.
 - (5) The successive order of development of the tract.
 - (6) Proposed major categories of land use and proposed zoning.
 - (7) Number of dwelling units and population densities.
 - (8) Arterial, collector, and local street layout.
 - (9) Location of sites for parks, schools, and public uses as shown in the master plan where applicable.
 - (10) Significant natural features, including floodplains and wooded areas.
 - (11) Significant manmade features, such as railroads, buildings and utilities.
- (b) *Fees.* Fees related to the plat procedure are as follows:

Subdivision Plat Fees

	Amount
Base fee	\$500.00
Single-family development (per lot)	20.00
Non-single-family development (per acre)	300.00
Amending plat	450.00
Variance	120.00
Plat deferral	350.00
Time extension	200.00
Vacating declaration	225.00
Replat involving notification	500.00
Planning commission agenda add-on	350.00
Plan review, each review	1,500.00
Plus, per lot	20.00
Street name change application	150.00
Street name change installation, per sign	150.00
Floodplain development permit, each review	1,500.00
Streetlight fee, each streetlight/fixture	708.00 (\$14.75 × 48 months + energy costs)

Sec. 40-38. - Preliminary conference.

Prior to the official filing of a preliminary plat, the subdivider shall consult with and present a proposed plan of subdivision to the city manager for comments and advice on the procedures, specifications and standards required by the city for the subdivision of land.

Sec. 40-65. - Overview.

The subdivider shall cause to be prepared a preliminary plat by a professional engineer licensed in the state in accordance with this chapter. A preliminary plat must be considered by the planning commission and approved by the city council before a final plat can be submitted.

Sec. 40-66. - Copies required.

The subdivider shall file five black or blue line copies of the plat with the city manager at least ten working days prior to the meeting of the planning commission at which time the plat is to be considered.

Sec. 40-67. - Filing fees.

Such plat shall be accompanied by a filing fee of \$500.00 per plat, plus \$20.00 per lot, minimum of \$500.00 per plat. The fee shall be \$300.00 per acre for multiple dwelling areas, commercial or industrial districts and other areas not subdivided into lots. No action by the city council shall be valid until the filing fee has been paid. This fee shall not be refunded should the subdivider fail to make formal application for preliminary plat approval or should the plat be disapproved.

Sec. 40-68. - Form and content.

The plat shall be drawn on sheets 18 inches wide and 24 inches long, with a binding margin of not less than 1½ inches on the left side of the sheet and margins on the other three sides of not less than three-fourths inch. The plat shall be drawn to a scale of no smaller than 100 feet to one inch. When more than one sheet is necessary to accommodate the entire area, an index sheet showing the entire subdivision at an appropriate scale shall be attached to the plat. The plat shall show the following:

- (1) Names and addresses of the subdivider, record owner, and engineer.
- (2) Proposed name of the subdivision, which shall not have the same spelling as, or be pronounced similarly to the name of any other subdivision located within the city or within one mile of the city.
- (3) Names of contiguous subdivisions and/or indication of whether or not contiguous properties are platted.
- (4) Subdivision boundary lines, indicated by heavy lines, and the approximate acreage of the subdivision.
- (5) Existing site as follows: The location, dimensions, name and description of all existing or recorded streets, alleys, easements, or other public right-of-way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries.
- (6) The location/dimensions, description and names of all proposed streets, alleys, parks, other public areas, reservations, easements or other rights-of-way, blocks, lots and other sites within the subdivision.
- (7) Date of preparation, scale of plat and north arrow.
- (8) Topographical information shall include contour lines on a basis of five vertical feet in terrain with an average slope of five percent or more, and on a basis of two vertical feet in terrain with an average slope of less than five percent.
- (9) A number to identify each lot or site and each block. Separate block and lot numbers will be assigned for each area separated by streets or subdivision units.
- (10) Front and rear building setback lines on all single-family lots and sites in all residential zoning districts.

- a. For houses with front-entry garages, there shall be at least a 20-foot front yard setback of the garage.
- b. The average setback of the houses in each subdivision shall also be 20 feet. Staggered setbacks of the houses in each subdivision are allowed from 20 to 25 feet as long as the average house setbacks for each subdivision is 20 feet. Rear building setback shall be 20 feet for all residential lots regardless of lot depths.
- c. Where lots have double frontage running through from one street to another, the required front yard shall be provided on both streets.

Sec. 40-69. - Processing of preliminary plat.

- (a) The city engineer shall review the preliminary plat as to its conformity with the master plan, major street plan, land use plan, zoning districts and the standards and specifications set forth herein or referred to herein and shall return the preliminary plat and data to the city manager with recommendations on such plat and data.
- (b) Within 45 days after the preliminary plat is formally submitted, the city council shall conditionally approve or disapprove such plat or conditionally approve it with modifications subsequent to review and recommendations by the planning commission. If it is conditionally disapproved or conditionally approved with modifications, the city manager shall inform the subdivider, in writing, of the reasons at the time such action is taken.
- (c) Conditional approval of a preliminary plat by the city council shall be deemed an expression of approval of the layout submitted on the preliminary plat as a guide to the installation of streets, water, sewer and other required improvements and utilities and to the preparation of the final or record plat. Conditional approval of a preliminary plat shall not constitute approval of the final plat, automatic or otherwise.
- (d) Conditional approval of a preliminary plat shall be effective for one year unless reviewed by the city engineer at the request of the city in the light of new or significant information which would necessitate a revision of the preliminary plat. If the city engineer should deem changes in a preliminary plat as necessary, he shall so inform the city manager, who shall so inform the subdivider, in writing.
- (e) If no development has occurred which would effect the proposed plat after one year of effective approval, the city council may, upon the application of the subdivider, extend the approval six months.

Sec. 40-97. - Approval process overview.

The final plat and the accompanying site improvement data and detailed cost estimates shall be submitted to the city council through the city manager for approval. Within 45 days after the final plat is formally filed, the city council shall approve or disapprove such plat.

Sec. 40-98. - Form and content of plat.

- (a) The final plat shall conform to the preliminary plat as conditionally approved by the city council incorporating any and all changes, modifications, alterations, corrections and conditions as required by this chapter or imposed by the city council in approving the preliminary plat.
- (b) The final plat shall be drawn in India ink on dimensionally stable matted film sheets, 18 inches wide and 24 inches long and 1½ inches on the left side of the sheet, and margins of not less than three-fourths inch on the other three sides. The plat shall be drawn at a scale of 100 feet to one inch. Where more than one sheet is necessary to accommodate the entire computed area, an index sheet showing the entire subdivision at an appropriate scale shall be attached to the plat.
- (c) The final plat shall be submitted in five copies, together with the original, and a reproducible film positive and shall contain all of the features required for preliminary plats including the following:
 - (1) The exact location, dimensions, description and name of all proposed streets, alleys, parks, other public areas, easements or other rights of way, blocks, lots, monuments, and other sites within the subdivision with accurate dimensions, bearing or deflecting angles and radii, area, and central angles, tangent distance and length of all curves, where appropriate.
 - (2) All lot corners shall be marked with one-half inch diameter by two-foot-long iron pins.



Sec. 40-99. - Certifications and acknowledgements.

- (a) The owner's acknowledgement shall be provided by the following form:

OWNER'S ACKNOWLEDGEMENT

STATE OF TEXAS

COUNTY OF BEXAR

I (we) _____ the owner(s) of the land shown on this plat, and designated herein as the subdivision to the City of Converse, Texas, County of Bexar, Texas, and whose name is subscribed hereto, do hereby subdivide such property and dedicate to the use of the public all streets, alleys, watercourses, drains, easements, and public places thereon shown for the purposes and consideration therein expressed.

Date: _____

Owner: Name, Title

STATE OF TEXAS

COUNTY OF BEXAR:

This instrument was acknowledged before me on the _____ day of _____, 20 _____

By _____

Notary Public, State of Texas

My commission expires: _____

- (b) The certification of the surveyor shall be provided by the following form:

CERTIFICATION OF THE SURVEYOR RESPONSIBLE FOR SURVEYING THE SUBDIVISION AREA,
ATTESTING TO ITS ACCURACY

KNOW ALL MEN BY THESE PRESENTS:

I, _____ hereby certify that I am a Registered Public Surveyor in the State of Texas. This plat was prepared from an actual survey of the property made under my supervision on the ground and the survey is true and complete as shown. Said survey is in compliance with the city subdivision ordinance, county ordinance and state law.

(Surveyor Seal)

Registered Public Surveyor

Registered Public Surveyor No. _____



- (c) The certification of the engineer shall be provided by the following form to be placed on the subdivision plat:

ENGINEER'S CERTIFICATE

KNOW ALL MEN BY THESE PRESENTS:

I _____, hereby certify that I am a Registered Professional Engineer in the State of Texas. I certify that this page/these pages were prepared by or under the supervision of a registered professional engineer, in accordance with generally accepted engineering principles and professional engineering practice, and that the work shown has been prepared, reviewed and certified in the exercise of reasonable care and prudence in the practice of engineering. It is the professional opinion of the undersigned, based on reasonable inquiry, that the work shown represents compliance with the regulations and ordinances of the City of Converse which are in effect on the date of the engineering seal.

The undersigned makes this certification with the understanding that it will be relied upon by the City of Converse in connection with the review and acceptance of these documents pertaining to the referenced development, and this certification is made for the purpose of obtaining expedited review and approval by the city for the benefit of clients of the undersigned. To the extent that any loss, damage, claim or expense (including expenses of litigation or attorney's fees) are suffered or incurred by the City of Converse as a proximate result of a breach of the standard of care set forth above, but not otherwise, the undersigned agrees to indemnify and hold harmless the City of Converse or any such loss, damage, claim or expense. It is expressly provided that this agreement is solely for the benefit of clients of the undersigned and the City of Converse, and that no rights shall be obtained hereunder by any third party or the public.

It is additionally provided that this agreement shall not be effective to the extent that it would result in the avoidance or cancellation of any insurance policy covering errors or omissions of the undersigned, but in any such instance the liability of the undersigned apart from such policy shall remain unimpaired in accordance with the provisions of this agreement, to the extent permissible by law and the language of the policy.

(Engineer Seal)

Registered Professional Engineer

P.E. Registration No. _____

- (d) The certification of the city engineer shall be provided by the following form:

CERTIFICATION BY CITY ENGINEER

I, the undersigned, City Engineer, of the City of Converse, Texas, have reviewed the plat herein submitted for proper engineering consideration, and that the work shown represents compliance with the regulations and ordinances of the City of Converse which are in effect on the date of the engineering seal.

Date:

City Engineer



- (e) The approval of the city council shall be provided by the following form:

APPROVAL OF THE CITY COUNCIL OF THE CITY

This plat of _____ has been submitted to and considered by the City Council of the City of Converse, Texas, and is hereby approved by such city council.

Dated this _____ day of A.D. 20 _____

By: _____

Mayor

By: _____

Secretary

- (f) The recording acknowledgement of the county clerk shall be provided by the following form:

COUNTY CLERK'S RECORDING ACKNOWLEDGEMENT

STATE OF TEXAS

COUNTY OF BEXAR

I, _____, County Clerk of Bexar County, do hereby certify that the foregoing instrument was filed for record in my office, on the _____ day of _____, A.D. 20 _____, at _____ .M. and duly recorded the _____ day of _____, A.D. 20 _____, at _____ .M. in the Records of Deeds and Plats of said county, in Book Volume _____, on Page _____.

In testimony whereof, witness my hand and official seal of office, this _____ day of _____, A.D. 20 _____.

County Clerk, Bexar County, Texas

By: _____, Deputy

The county clerk shall confirm that the plat contains one of the following:

- (1) A statement on the plat stating whether all or a portion of the subdivision falls within the 100-year floodplain, and if so, the engineer's or surveyor's statement of the minimum permissible floor elevation of each lot that will protect the improvements from flooding and high waters. A statement that all buildings must be constructed above that minimum floor elevation will be included on the plat.
- (2) If no portion of any lot on a plat is within an indicated special flood hazard zone, then such plat shall have stated on it:

"No portion of any lot in this plat is within an indicated special flood hazard zone according to the flood maps (FIRM and FHBM) of the Federal Insurance Administration, Department of HUD."

Sec. 40-100. - Accompanying data.

- (a) *Site improvement data.* When filed, the final plat shall be accompanied by the following site improvement data: (All plans and calculations shall bear the seal of a registered professional engineer.)
- (1) *Streets, alleys, sidewalks, crosswalk ways.* Six copies of plans and profiles of all streets, alleys and plans for sidewalks and crosswalk ways along with six copies, 24 inches by 36 inches D size, and one set, 11 by 17 inches, of construction plans sent to the city. One copy of plans and profiles of all streets, alleys and plans for sidewalks and crosswalk ways along with one copy, 24 inches by 36 inches, of construction specifications and of detailed cost estimates sent to the city engineer.
 - (2) *Sanitary sewers.*
 - a. Six copies of plans and profiles of proposed sanitary sewer lines indicating type, sizes, depths, and grades of lines. The plan shall be to a scale of at least 100 feet to an inch with contours and scaled lot dimensions as on plat and shall show existing as well as proposed sewers.
 - b. When a separate sewer system or treatment plant is proposed, six copies of proposed plans.
 - c. Three copies of construction specifications and detailed cost estimates.
 - (3) *Water lines.*
 - a. Six copies of plans of all proposed water lines prepared at a scale of at least 100 feet to an inch and containing scaled lot dimensions as shown on the plat.
 - b. When a separate water system is planned, six copies of the plans, including water lines and hydrants.
 - c. Six copies of construction specifications and detailed cost estimates.
 - (4) *Storm drainage.*
 - a. Six copies of the storm drainage plan, prepared to a scale of 100 feet to an inch and with the same contours and scaled lot sizes as shown on the plat. All street widths and grades shall be indicated, and runoff figures shall be indicated on the outlet and inlet side of all drainage ditches and storm sewers, at all points in the street at changes of grade or where the water enters another street or storm sewer or drainage ditch. Drainage easements shall be provided by the developer and shown on the plans.
 - b. A general location map of the subdivision showing the entire watershed (USGS map quadrangle to be used).
 - c. Calculations showing the anticipated stormwater flow, including watershed area, percent runoff and time of concentration. When a drainage ditch or storm sewer is proposed, calculations shall be submitted, showing basis for design.
 - d. When a drainage channel or storm sewer is proposed, six copies of complete plans, profiles, and specifications shall be submitted, showing complete construction details.
 - e. Proposed channel or storm sewer design flow shall be designed on 25-year frequency.
- (b) *Additional requirements.* When filed, the final plat shall also be accompanied by:
- (1) Tax certificates from the city, school district and county, which indicate that all ad valorem taxes have been paid up to and including the current year on all land included within the final plat.
 - (2) Signatures of certification by the proper authorized official of each public utility company or board involved to be inscribed on the respective utility layouts required herein certifying approval of the same by said utility company or board.
 - (3) A check, payable to the County Clerk of Bexar County in the amount required for recording the final plat at the courthouse.
 - (4) Drawings and reproducible film positives required in section 40-161.

Sec. 40-101. - Processing final plat.

- (a) If desired by the subdivider and approved by the city council, the final plat may constitute only that portion of the approved preliminary plat which he proposes to record and develop. However, such portion shall conform to all the requirements of this chapter.
- (b) As soon as practicable after the subdivider is notified of the approval of the preliminary plat, his engineer shall submit to the city manager the final plat of the subdivision or portion thereof.
- (c) No final plat will be considered unless a preliminary plat has been submitted. However, if an approved plat has been duly recorded and the subdivider wishes to increase the size of the lots by combining two or more lots or by combining one lot with a portion of the adjacent lot in such manner that no portion of a lot remains smaller than the original lots, no preliminary plat will be necessary.
- (d) A final plat of an approved preliminary plat or a portion thereof shall be submitted to the city council within 12 months of the date of approval of preliminary plat; otherwise, the approval of the city engineer shall become null and void, unless an extension of time is applied for and granted by the city council.
- (e) If the final plat is disapproved, the city council shall inform the subdivider in writing of the reasons at the time such action is taken.
- (f) After the final plat has been approved and the subdivider has filed the security and maintenance bond hereinafter provided, the city council shall cause the final plat to be recorded with the county clerk. The city council shall also cause the check for the recording fee to be deposited at the time the final plat was filed for approval to be delivered with the final plat to the county clerk. No plat shall be filed for record without written consent of the subdivider. If the subdivider fails to give such written consent, the city council may cancel such approval.