



City of Alamo Heights
DEPARTMENT OF PUBLIC WORKS
6116 Broadway – San Antonio, Texas – 78209 – (210) 826-0516

RE-PLAT APPLICATION DOCUMENTS REQUIRED

Staff review will not begin until all the following have been Submitted

Items Attached

- plat application
- application fee -\$ 300.00
- documents required check list, completed and signed by applicant
- 14 folded copies** of the proposed plat, 11 x 17 with title block visible
- 2 folded copies** of the preliminary water and sanitary sewer layout
- 1 folded copy** of the preliminary drainage plan. If utilizing a previously approved drainage plan, include the accepted plan. Drainage plan may also include the preliminary Storm Water Management Site Plan.
- 1 folded copy** of the preliminary storm water management site plan (SWMSP). For all developments of 12,000 square feet or more, a SWMSP is required. A site layout will be accepted in lieu of a preliminary SWMSP if the site layout shows that the development will create less than 5,000 square feet of impervious surface.
- as-built survey for any existing permanent structures

(ATTACHMENT B)

The following elements must be shown. Each lot shall comply with the requirements specified in the Zoning Chapter Appendix A for width, depth, and area. If plat requires more than one sheet number the sheets and provide match lines and kept map.

Items Attached

- location map, north arrow, written and graphic scale
- location and dimensions of all boundary lines (indicated by heaviest lines) and all lots
- a number or letter identifying each lot, block, and site title block in the lower right corner that includes:
 - type of plat
 - proposed name of subdivision, with section or phase
 - proposed lot and block numbers
 - reference to the original survey or previous plat including recording information
 - city, county, state
 - date of preparation
 - number of lots
- location, dimension, and purpose of all easements within or abutting the subdivision, and the recording information of all existing easements the following information on adjoining property, which should be shown with dotted or dashed lines:
 - if platted, subdivision name; lot, block, or tract numbers; recording information
 - if unplatted, current deed record ownership information
 - if subdivided without platting, both of the above
- metes and bounds description corresponding to the illustration
- former lot numbers and lot lines shown in half tones ("ghosted")
- acreage significant to three digits or the square footage of the rights-of-way dedicated for major collectors and arterials, including corner clips
- name address, phone, fax and e-mail address of record owner, the professional preparing the plat and the developer
- professional certification of the surveyor or engineer who prepared the plat
- owner's certification, including recording information of warranty deed
- the following note: "This property may be subject to additional charges related to impact fees, and the applicant should contact the City regarding any applicable fees due."
- if the plat includes previously platted property, the following certification: "This plat does not alter or remove deed restrictions, if any, on this property."

PREPARER'S SIGNATURE _____

PRINTED NAME _____

DATE _____



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RE-PLAT APPLICATION

Complete Application Date: _____ Application Fee: _____

Plat Name: _____ Plat ID: _____

| |
|--------------------------------------|
| Applicant Name: |
| Owner Name: |
| Submitter Name: |
| Phone Numbers: |
| |
| Mailing Address, City, Zip: |
| |
| |
| Location of Property: |
| |
| |
| |
| Legal Description of Property |
| |
| Current Use of the Site: |
| |
| |
| Current Zoning: |
| Total Acreage: |
| |
| Required Zoning for Proposed Project |

SEE ATTACHED CHECKLIST (A) (B)

Owner Certification

This is to certify that _____ the undersigned, is/are the sole owner(s) of the property described in this application, and that I/we have read and understand the "Disclosure of Interest" form.

Owner signature

Owner signature

Agent signature

Notary Statement
All Signatures Must Be Notarized

Before me, the undersigned authority, on this day personally appeared _____ known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration expressed and in the capacity herein stated.

Given under my hand and seal of office on this _____ day of _____, 20____.

Notary Public in and for the State of Texas

SEAL



