



City of Wimberley

221 Stillwater
Mailing Address: P.O. Box 2027
Wimberley, Texas 78676
(512) 847-0025 Fax: (512) 847-0422
Website: www.cityofwimberley.com

Subdivision Application

Permit No. _____

Date: _____

OFFICIAL USE ONLY

SUBMISSION DATE: _____ CASE NO. _____

SUBDIVISION: _____ Hays County Tax I.D. No. _____

LOCATION/DIRECTIONS: _____ Fees Paid: _____

APPLICATION TYPE: _____ PROJECT TYPE: _____

1= Concept Plan; 2= Preliminary; 3=;Public Review Final; 4=Record Final 1=Conventional; 2=WPDD; 3=Small Lot; 4=Townhouse; 5=Rural
5=Detailed Development Plans

PROCESS TYPE: _____ 1=Conventional; 2=Amend; APPLICATION REC'D _____ By _____
3=Short Form; 4=Dedication; 5=Conveyance, 6=Replat/Vacate (Does not constitute acceptance)

1. OWNER(S) : _____

MAILING ADDRESS: _____ CITY/STATE/ZIP: _____

PHONE () _____ FAX () _____ E-MAIL _____

2. PRIMARY CONTACT (Agent) _____ FIRM: _____

MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE () _____ FAX () _____ E-MAIL _____

3. ENGINEERING FIRM _____ CONTACT: _____

MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE () _____ FAX () _____ E-MAIL _____

4. SURVEYING FIRM: _____ CONTACT: _____

MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE () _____ FAX () _____ E-MAIL _____

5. PLAT ATTRIBUTES

NAME: _____ LOCATION: _____

SUBDIVISION CLASSIFICATION: _____ JURISDICTION: _____

C=Commercial; R=Residential (Based on Land Use & Density) C= City Limits; E=1 mile ETJ;

COMPREHENSIVE PLAN AREA: _____ CURRENT ZONING: _____

CITY GRID MAP NUMBERS: _____ TAX APPRAISAL NUMBERS: _____

WATERSHED(S): _____ IN RECHARGE ZONE (Y) (N)

ELECTRICITY: _____ WATER SOURCE: _____

WASTEWATER/SEWAGE DISPOSAL: _____

TELEPHONE SERVICE: _____ SCHOOL DISTRICT _____

6. RELATED CASES _____ PROPOSED ZONING: _____

APPLICATION NO. _____ ZONING ORDINANCE NO. _____

SITE PLAN CASE NO. _____

7. PROPOSED LAND USE (By Summary)

Single Family	SF
Multi-Family	MF
Duplex	DUP
Public/Quasi-Public	P
Wimberley Planned Development District	WPDD
Right-of-Way	ROW
Commercial/Office	C-O
Commercial/Retail	C-R
Flood Plain	FP
Industrial	IND
Greenbelt/Trails	GRBLT

LAND USE (See Table)	NUMBER OF LOTS	NUMBER OF UNITS	ACREAGE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTALS	_____	_____	_____
	LOTS	UNITS	ACRES

Note: The signature below of an applicant or designated agent authorizes City of Wimberley Staff to visit and inspect the property for which this application is being submitted. Applicant further understand and agrees that no application shall be considered "filed" and no deadlines shall run against the City of Wimberley until the Planning & Zoning Commission staff has expressly determined that the application is administratively complete.

Date: _____

Applicant's Signature: _____

Date: _____

Agent's Signature: _____

ENGINEER'S/SURVEYOR'S CERTIFICATION

This is to certify that I am authorized to practice the profession of Engineering/Surveying in the State of Texas; that I prepared/reviewed the plan/plat submitted herewith; that all information shown thereon is accurate and correct to the best of my knowledge as related to the engineering/surveying portions thereof; and that said plan/plat complies with Title 25 of the Land Development Code, as amended, and all other applicable codes and ordinances.

Engineer/Surveyor's Signature

SUBMITTAL CHECKLIST

TO ENSURE THAT YOU HAVE COMPLIED WITH THE SUBDIVISION APPLICATION REQUIREMENTS, REVIEW THE FOLLOWING LIST. FAILURE TO COMPLETE THE NECESSARY STEPS CAN CAUSE A DELAY IN PROCESSING YOUR APPLICATION.

- Complete "Subdivision Application"
- Provide area map of property to be subdivided which includes all properties within 200 feet of any portion of Applicant's property; and which clearly indicates streets in surrounding area.
- Provide plat of the specific property to be subdivided (3 copies for review/10 for approval)
- Provide names and addresses of property owners within 200 feet of any portion of Applicant's property if replat.
- Provide a legal description of the property.
- Sign/date Submittal Verification and/or Waiver of Appearance form.
- Place stake on site with property address so property is easily identifiable.
- Approved construction plans (if required)
- Deed restrictions or covenants
- Current Tax Certificate showing that all taxes are paid
- Pay subdivision fee.
- Utility Service Acknowledgement
- Applicant agrees to attend Planning & Zoning Commission hearings scheduled for Applicant's proposed subdivision.
- Applicant agrees to attend City Council hearing scheduled for Applicant's proposed subdivision or waives his/her rights of appearance.

SUBMITTAL VERIFICATION AND/OR WAIVER OF APPEARANCE

- () My signature attests to the fact that the attached application package is complete and accurate to the best of my knowledge. I understand that City review of this Application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided by me, my firm, or agent, may delay the review of the Application.
- () I hereby waive my right to appear before the City of Wimberley City Council at the public hearing to be held concerning the subdivision of my above-referenced property. I understand that my failure to appear allows the Council to consider my subdivision request; however, if questions are raised that cannot be answered, the matter will be continued.

Date: _____ APPLICANT SIGNATURE _____

WHEN APPLICABLE:

Date: _____ AGENT SIGNATURE _____

FEE SCHEDULE

*Residential:	Fee	Additional	Comments
Concept Plan	None		Optional
Preliminary Plat	\$350	+\$25 per lot	
Public Review Final Plat	\$500	+\$10 per lot	
Record Final Plat	\$200	+\$10 per lot	
Amend Plat	\$150		Including Plat Vacation
Short Form Plat	\$250		
*Non-Residential:			.
Concept Plan	None		Optional
Preliminary Plat	\$400	+\$40 per acre	
Public Review Final Plat	\$500	+\$20 per acre	
Record Final Plat	\$200	+\$10 per acre	3 sets required
Amend Plat	\$200		Including Plat Vacation
Short Form Plat	\$400		
*Property Owner Notification included in base fee.			
Mylar recording at county	\$56	\$50/page	Tax Receipt \$10/lot
City ordinance 2007-003 allows additional costs to be passed on to owner/applicant			

ADMINISTRATIVE COMPLETENESS

No development right (if any) shall vest nor deadline run against the City until a preliminary plan is expressly determined by the Planning Staff to be administratively complete. An application for a preliminary plan shall not be considered "filed" until the application is determined by the Planning Staff to be administratively complete.

Owner Acknowledgement:

Date: _____

Signature

UTILITY SERVICE ACKNOWLEDGMENTS

Utility service codes are to be indicated, as listed below and as applicable, in the space provided in each acknowledgement.

CODES	EXPLANATION
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- A. Adequate service is currently available to the subject property
- B. Adequate service is currently available, but arrangements have been made to provide it
- C. Adequate service is not currently available, and arrangements have not been made to provide it
- D. Need easement(s) within subject property

Electric Service Provider _____
Service Code(s) _____
Comments/Conditions _____
Electric Company Official Signature _____
Date _____ Title _____

Telephone Service Provider _____
Service Code(s) _____
Comments/Conditions _____
Telephone Company Official Signature _____
Date _____ Title _____

Gas Service Provider _____
Service Code(s) _____
Comments/Conditions _____
Gas Company Official Signature _____
Date _____ Title _____

W.I.S.D. _____
Acknowledgement of Plat _____
Comments/Conditions/Special School Concerns _____
W.I.S.D. Official Signature _____
Date _____ Title _____

Water Service Provider _____
Service Code(s) _____
Comments/Conditions _____
Water Company Official Signature _____
Date _____ Title _____

Sewer Service Provider _____
Service Code(s) _____
Comments/Conditions _____
Sewer Company Official Signature _____
Date _____ Title _____

154.021 CONCEPT PLAN

The purpose of the concept plan is to provide an approximately scaled representation of a development proposal for use in initial discussions between the subdivider and the City staff. The concept plan is strongly recommended for all development proposals but is not mandatory.

154.022 PRELIMINARY PLAN

Submission of a preliminary plan is the first mandatory step in the City's development approval process. An approved preliminary plan is the first permit in a series of required development permits. The purpose of the preliminary plan is to demonstrate conformance with the Comprehensive Plan, compatibility of land use and coordination of improvements and facilities within and among individually platted parcels, sections, or phases of a development prior to the preparation, consideration and approval of a public review final plat.

154.023 PUBLIC REVIEW FINAL PLAT

The public review final plat provides detailed graphic information and associated text indicating property boundaries, easements, land use, streets, utilities, drainage, and other information required to evaluate proposed subdivisions of land. A public review final plat is the second in a series of permits required for plat approval and shall be required for any subdivision except as otherwise provided for herein.

154.024 CONSTRUCTION PLANS

Construction plans, based upon the approved public review final plat, consisting of detailed specifications and diagrams illustrating the location, design, and composition of all improvements identified in the public review final plat phase and required by these regulations and other applicable City codes and policies, shall be submitted to the City for any project that necessitates the construction, reconstruction or modification of new or existing improvements. These documents shall include complete plans and specifications of all required improvements identified in and approved as part of the public review final plat phase.

154.025 RECORD FINAL PLAT

The record final plat provides detailed graphic information and associated text indicating property boundaries, easements, streets, utilities, drainage, and other information required for the maintenance of public records of the subdivision of land. A record final plat shall be required for all subdivisions. The record final plat shall conform to the approved construction plans and public review final plat.

154.184 Any subdivision plat or development plan that does not have proper zoning classification or approvals shall be denied by the city.

NOTIFICATION

TLGC §212.015 Publication is required in an official newspaper and written notice to owners in the original subdivision and within 200' of lots to be replatted before the 15th day before the public hearing.

PROCEDURE

Verify application completeness and submit for engineering review (3 copies).

An application shall not be considered "filed" and no deadlines shall run against the City until the application is expressly determined by the planning staff to be administratively complete.

Issue public notices per Texas Local Government Code once administratively complete.

Schedule public hearings as required (10 copies).