



City of Wimberley

Subdivision Plat Application & Supporting Information

City of Wimberley
221 Stillwater
Wimberley, TX 78676
(P) 512-847-0025

Plat / Plan Submittal Process

- **PRIOR** to submitting a Subdivision Plat Application, a Pre-Development Meeting with the City Planner is **REQUIRED**.
- **PRIOR** to submitting a Subdivision Plat Application, the Owner or the Owner's authorized agent (Applicant) is required to contact the County 9-1-1 Coordinator to confirm the suitability of the street name(s) and designations in conjunction with the Plat. An application will not be considered Complete without an approval letter from the County 9-1-1 Coordinator (if applicable).
- **PRIOR** to submitting a Subdivision Plat Application, the Owner or the Owner's authorized agent (Applicant) is required to have an approved set of Transportation Plans. The Owner or the Owner's authorized agent (Applicant) is required to contact the City Engineer. An Application will not be considered Complete without an approval letter from the City Engineer (if applicable).
- A Subdivision Plat Application **MUST** be filled out in its entirety prior to submission. Incomplete applications will not be processed and returned to the Owner or Applicant.
- Additional Information Required for Replat / Revisions only:
 - A copy of all existing recorded plats affected by the proposed revision.
- Application / Review Process:
 - Once a Complete Application has been received, the City of Wimberley will conduct an Administrative Review for accuracy and completeness within 10 business days.
 - An Administratively Complete Application will be Filed with the City. The City will complete a 30-day review. Any comments, revisions, questions, or alterations will be addressed during that review time.
 - Upon Completion of the 30-day review, a Letter of Approval, Approval with Conditions or Disapproval will be issued to the Owner and/or Owner's authorized agent.
- *A Complete Application*: An application which has all the necessary documents requested by the City of Wimberley and submitted for Administrative Review.
- *Administrative Review* – The process of reviewing an Application for its accuracy and completion prior to being Filed & any Technical Review beginning.

- **Filed Application:** An Application which has been Complete **AND** has been determined to be Administratively complete by the City of Wimberley. The City will issue a Notice of Filed Application, including the date of Filing to the Owner and/or Owner’s authorized agent.

Plat / Plan Document Checklist

Please review the below checklist for all required documents and plat information. Please note if the item has been “Attached” with the Application or “N/A”, if not required on your project.

The items below are required for this application to be considered complete.	Attached	N/A	City of Wimberley Staff Use
Completed Subdivision Application Form			
Application Fee (Please refer to Fee Schedule)			
Plat - One 18" x 24" Paper Copy to scale			
Plat - One Digital Copy (PDF) of 18" x 24" Submittal to scale			
Tax Account Summary indicating property taxes are current (Tax Certificate required prior to recordation)			
Deed(s) Documenting Current Ownership of the Subject Property			
Completed Utility Checklist Form (Letters from providers can be accepted, they must state if the provider has capacity for new service.)			
9-1-1 Street Name Approval Letter			
Approved digital drawing file of the subdivision in accordance with City Digital Data Standards			
Approved Construction Plans and Specifications and Drainage Study prepared by a Texas Licensed Professional Engineer			
Approved Fiscal Assurance for Roadway and/or Drainage Improvements			
Traffic Impact Analysis Report (If Applicable)			
Facility Planning Report when utilizing On-Site Sewage Facilities			
Approved variance(s) and/or final plat approval by the Planning & Zoning Commission and City Council			

Plat / Plan Information Checklist

Please review the below checklist for all required Plat / Plan information. Please note if the item has been "Included" with the Application or "N/A", if not required on your project.

Subdivision Plat with the following Information (If Applicable):	Included on Plat	N/A	City of Wimberley Staff Use
Name of Proposed Subdivision in a Title Block (<i>Name shall not be the same or deceptively similar to any other subdivision within Hays County</i>)			
Owner's Preamble block with owner's name and title, acreage to be platted as described in public records, and proposed subdivision name as in title block. This will be followed by an Owners signature block with a notary block.			
Surveyor and/or Engineer statement with a signature block and seal			
Certificate of recording block with Hays County Clerk signature block and seal			
Certificate of approval by the Planning & Zoning Commission and City Council with signature blocks for the Planning & Zoning Chair and Mayor (If Applicable)			
Boundary Lines and total acreage of the Original Tract, the Subject Property, and the Proposed Subdivision			
Lot and block numbers for each lot, acreage of all Lots calculated to the nearest one hundredth (0.01) of an acre			
The location of any proposed parklands, squares, greenbelts, school tracts, open space or other public use facilities			
Names of adjoining subdivisions or owners of property contiguous to the proposed Subdivision (properties across a creek, river, and/or road are considered contiguous)			
Geographic Coordinates for the main entrance point to the proposed subdivision from an existing public roadway and for boundary corners constituting the boundaries of the Subject Property in each compass direction (<i>Southernmost, Northernmost, etc.</i>)			
Proposed and record bearings and dimensions of the boundary of the Subdivision and all Lots, parks, greenbelts, easements or reserves (<i>Dimensions shall be shown to the nearest one hundredth of a foot [0.01'] and bearings shall be shown to the nearest one second of angle [01"]</i>)			
Lengths of the radius and arc of all curves, with bearings and distances of all chords, shall be clearly indicated			
Location map showing the general location of the Subdivision in relation to major roads, towns, cities, or topographic features drawn at a scale of <i>1" = 2,000'</i>			
North Arrow, Scale, and Date (<i>Scale not to exceed 1" = 200'</i>)			

A note stating building setback lines per City of Wimberley Zoning Ordinance.			
A note stating provisions of the City of Wimberley Comprehensive Plan shall also govern this subdivision.			
Location of Political Subdivisions boundaries and/or a statement clearly indicating in which Political Subdivision the proposed Subdivision is located within			
Plat note or designation of the entity supplying electric, water, and wastewater to the Subdivision			
Location of proposed Utility easements and/or infrastructure			
Locations, length, sizes, and right-of-way widths of all proposed roadways, access easements, and shared access driveways to the nearest one-tenth (0.1) of a mile			
Total area for all rights-of-way proposed for dedication			
Proposed names or designations for all roadways, public access easements, and shared access driveways			
A statement or note indicating whether proposed roadways will be publicly dedicated or private roadways			
The number of feet of frontage of each Lot onto a regulated roadway			
A designation of the classification of each roadway to be constructed or existing roadways abutting any Lot			
A note stating driveway satisfies the minimum spacing requirement for driveways set forth in Chapter 9.02.115			
A note stating the specific entity responsible for sidewalk maintenance			
A note stating improvements exist on this/these lots, which is not shown by this Plat.			
Placement of (A) Water, (B) Wastewater and (C) Construction note(s) stating the following:			
(A) Water note stating "No structure in this subdivision shall be occupied until connected to an individual water supply or state-approved community water system. Due to declining water supply, prospective property owners are cautioned by Hays County to question the seller concerning ground water availability. Rainwater collection is encouraged and, in some areas, may offer the best renewable water resource."			
(B) Wastewater note stating "No structure in this subdivision shall be occupied until connected to a permitted sewer system or to an on-site wastewater system that has been approved and permitted by the City of Wimberley."			
(C) The following statement shall appear prominently on the plat "No construction or development within the subdivision may begin until all City of Wimberley development authorization requirements have been satisfied."			
All Special Flood Hazard Areas Identified by the Federal Emergency Management Agency and a note including that special area, Map No. and date of map.			

<p>A note stating no object, including building, fencing or landscaping which would interfere with conveyance of stormwater, shall be placed or erected within a drainage easement. The owner of any lot upon which drainage facilities are located, including detention, shall be responsible for maintenance and upkeep of such facilities.</p>			
<p>A note stating, "I hereby certify this subdivision plat conforms to all requirements of the subdivision regulations to which approval is required." This would be followed by signatures lines for: City Administrator; Planning & Development Coordinator</p>			
<p>A note stating, "Based upon the representations of the engineer or surveyor whose seal is affixed hereto, and after a review of the plat as represented by the said engineer or surveyor, I find this plat complies with the requirements of the City of Wimberley. This certification is made solely upon such representations and should not be relied upon for verification of the facts alleged. The City of Wimberley disclaims any responsibility to any member of the public for independent verifications of the representation, factual or otherwise, contained in this plat and the documents associated with it." Followed by a signature line for the City Administrator.</p>			
<p>Location and size of all proposed storm water management structures and easements, including on-site retention and detention ponds and easements and the impact of lot and roadway layouts on drainage.</p>			
<p>General depiction of the boundary lines of the Edwards Aquifer Recharge Zone or Contributing Zone. A statement or note indicating the Subdivision location within either zone.</p>			
<p>General depiction of all streams, rivers, ponds, lakes, water courses and other surface water features as defined by the TCEQ 30 TAC 213.3</p>			
<p>Topographic contours at 10' intervals</p>			

Utility Checklist Form

Prior to submitting this application to the City, the Applicant is required to take a copy of the plat or plan to each utility for its review and comment. All comments must be corrected prior to submission of the Subdivision Application to the County.

Note to Utility Companies: Please sign this checklist **ONLY** if all comments submitted by the Applicant have been addressed in full.

Electric Utility: (Required)

Company Name:

Phone Number: _____ Date of Approval: _____

Representative Name: _____ Title: _____

Signature: _____ Date: _____

Water Utility: (If applicable)

Company Name:

Phone Number: _____ Date of Approval: _____

Representative Name: _____ Title: _____

Signature: _____ Date: _____

Wastewater Utility: (If applicable)

Company Name:

Phone Number: _____ Date of Approval: _____

Representative Name: _____ Title: _____

Signature: _____ Date: _____

Texas Department of Transportation (Required - If frontage on State-Maintained roadway):

Company Name:

Phone Number: _____ Date of Approval: _____

Representative Name: _____ Title: _____

Signature: _____ Date: _____

Subdivision Plat Application Contacts

1. Owner Information (The holder(s) of a legal or equitable interest in the subject property as shown by the deed records of Hays County)

Owner Full Legal Name:

Owner Mailing Address:

City: _____ State: _____ Zip Code: _____

Primary Phone: _____ Secondary Phone: _____

Email Address:

2. Applicant Information (A person seeking approval of an application; can be the owner or a designated representative of the owner)

Applicant Name:

Primary Phone: _____ Secondary Phone: _____

Email Address:

3. Consultants (Consultants working on Subdivision)

Licensed Professional Engineer:

Email Address: _____ Primary Phone: _____

Registered Professional Land Surveyor:

Email Address: _____ Primary Phone: _____

Registered Sanitarian:

Email Address: _____ Primary Phone: _____

Geoscientists:

Email Address: _____ Primary Phone: _____

Attorney:

Email Address: _____ Primary Phone: _____

Subdivision Plat Application Questionnaire

1. Type of Application:

- New Subdivision
 Replat/Revision

2. Property Information: (The property or tract for which an application has been submitted under the City of Wimberley Subdivision Regulations)

Proposed Name of Subdivision:

Survey / Abstract:

Acreage:

Recorded (Vol/Page/Instrument):

Parcel Tax ID Number ("R" Number):

Located in City ETJ: Yes No

If yes, is the Hays County Development Services submittal packet attached?

Yes No

Is the development located over the Edwards Aquifer Recharge Zone?

Yes No

Is the development located over the Edwards Aquifer Contributing Zone?

Yes No

Total acreage of subject property proposed for development:

Total acreage of subject property to be subdivided into lots:

Total acreage of subject property to be set for protected open space including but not limited to parkland, preserveland, open space parkland, conservation space, etc.: _____

Total number of lots: _____ Average size of lots: _____

Number of Lots: _____

3. Project Description: (Summarize the intended use of lots / subdivision)

4. Replat / Revision: (If the Application is for a replat / revision, list the reason(s) for the replat / revision)

5. Road Information: (Information about the current, or future development of a subdivision)

Have all street names been initially approved by Hays County 9-1-1 Addressing?

Yes No N/A

List all roads by which the property can be accessed:

List all existing roads by which the property has frontage:

What is the linear footage of Public Roads?

What is the linear footage of Private Roads?

_____ Anticipated source of water in the development:

Private: Individual Wells Rainwater Collection System(s)

State Permitted: From Groundwater From Surface Water, Provider: _____

Anticipated wastewater system in the development:

Private: Standard / Conventional On-Site Sewage Facility Advanced On-Site Sewage Facility

Public: Sewer, Provider: _____

Owner's Certification

I hereby certify that I have given permission for the below applicant to submit this Application and to represent me in all matters affecting said Application. By signing below, I (Owner), agree and certify that I have given permission for the below individual to submit this Application and to represent me in all matters affecting said Application. The below individual will be known as the "Applicant.

Owner Name: _____ Phone Number: _____

Applicant Name: _____ Phone Number: _____

Owner Email:

Owner Signature:

STATE OF TEXAS §

COUNTY OF HAYS §

Subscribed and sworn to before me this _____ day of _____, 20_____.

(seal)

Notary Public, State of Texas

My Commission expires: _____

Owner's / Applicant's Certification

By signing below, I certify that:

- a) I have carefully read the complete application and know all statements herein and in the attachments hereto are true and correct to the best of my knowledge.
- b) There is no outstanding tax liability to Hays County on the subject property.
- c) The owner of the subject property, if different from the applicant, has authorized the submittal of this application.
- d) Applicant is hereby informed that other permits may be required to fulfill local, State, and Federal regulatory requirements and it is the responsibility of the Applicant to obtain any such additional permits and to comply with all such provisions thereof, whether herein specified or not.
- e) As the owner of the above property or a duly authorized Applicant, I hereby grant permission to the City to enter the premises and make all necessary inspections and to take all other actions necessary to review and act upon this Application.
- f) I understand by submitting this Application, it does not guarantee an approval of my Application.
- g) I acknowledge that the City of Wimberley and its staff do not research and/or enforce Deed Restrictions to any property.
- h) As the owner of the above property or a duly authorized Applicant, I understand, the City of Wimberley has zoning and building ordinances.

Print Name: _____

Phone Number: _____

Address: _____ Date: _____

Signature:
