



City of Leon Valley
Planning and Zoning Department
6400 El Verde Road, Leon Valley, Texas 78238
Phone:(210) 684-1391 X 234 Fax:(210) 509-8288

PLATTING APPLICATION PACKAGE

□ ONLINE SUBMITTAL ONLY

- Go to www.leonvalleytexas.gov
- Click “Departments” on top right side of webpage
- Click “Planning & Zoning”
- Click “MyGovernmentOnline Customer Portal” under Permits & Applications
- Create a customer portal account
- Follow directions in portal
- Scan the completed package into portal, along with plat, plans, and supporting documents

□ PLAT PROCESSING FEES:

-Residential	\$500.00 + \$5 per Lot
-Commercial	\$750.00 + \$50.00 per acre
-Amending	\$200.00
- Variance	\$150.00

□ PUBLIC HEARING & CONSIDERATION FEES:

-Vacate & Replat	\$200.00
-Plat	\$100.00

□ COUNTY FILING FEE: Actual Cost

□ ENGINEERING REVIEW DEPOSIT FEES:

	<u>DEPOSIT AMOUNT</u>
Residential	\$1,000.00
Commercial	\$1,500.00
Engineering Rate	Actual cost, plus 5%



PLATTING APPLICATION PACKAGE

PURPOSE:

To review for permanent filing, a Preliminary or Final Plat, which is a legal document that describes a tract of land by bearings and distances; locates and defines easements; dedicates the necessary right-of-way for streets and alleys; and other related information.

SUBMITTAL REQUIREMENTS:

- A completed Platting Application Package submitted to the Planning & Zoning Office
- Incomplete submittals will not be accepted or processed
- Applicant may request entitled to one (1) pre-application meeting with the City Engineer and Staff

PLATTING APPLICATION PACKAGE (your submittal must consist of the following or it will be deemed incomplete):

- ❑ The Completed Platting/Replatting Application form;
- ❑ Plat/Replat Administrative and filing fees;
- ❑ One electronic copy showing all required plat checklist requirements;
- ❑ Letter of Authorization from the property owner;
- ❑ Filing Authorization and Variance Form;
- ❑ Tax Certificates showing all taxes are currently paid;
- ❑ Utility Review Letters - SAWS, CPS Energy, Cable Television Provider, AT&T, Leon Valley water and sewer (if applicable) and TXDOT;
- ❑ Certified Mailing List with corresponding map and adhesive addressed mailing labels indicating the property owners located within 200 feet of the subject site (this item specifically pertains to replats)
- ❑ Digital Pdf copy of all items.



RECORDATION ITEMS FOR PLAT/REPLAT (the following items are required after final review and recommendation of your submittal by Staff and in preparation of the Planning and Zoning Commission and City Council hearing regarding your plat/replat):

- ❑ One electronic submittal and one PDF with all required signatures with appropriate notarization and stamps/seals. Two mylars are to be submitted after all items and been satisfactorily addressed;
- ❑ One (1) reduced and readable print of the site plan/plat/replat

APPROVAL PROCESS

- Staff review of the Package (minimum of 10 working days);
- Resolution of all official review comments by applicant and resubmittal of plat/replat recordation items no later than 15 working days prior to the requested hearing date;
- If required, publication of public hearing by the official City newspaper and notification mailed to adjacent property owners within 200 feet of the subject tract (minimum of 15 days prior to the meeting date;
- Planning and Zoning/City Council public hearing and review of the plat/replat for rendering of approval or disapproval. The Planning and Zoning Commission meets on the fourth Tuesday of each month and City Council meetings are held the first and third Tuesdays of each month – plats/replats without variance requests will not require a hearing before the City Council;
- If the Planning and Zoning Commission and/or City Council approves the plat/replat, the City will record it at the Bexar County Clerk's office.



PLAT FILING LETTER OF AUTHORIZATION

Date: _____

This letter authorizes: _____

to prepare and submit the enclosed: *(circle one)* Plat Replat Amending Plat

Lot(s) _____ Block _____ CB _____ Subdivision _____

Located at _____.

I/We, _____, the owner(s) of the aforementioned property, authorize the submitted request to be recorded in the Bexar County Deed and Plat Records.

Signature of Property Owner

Signature of Property Owner

Printed Name of Property Owner

Printed Name of Property Owner

Email

Email

Address

Address

City, State, Zip Code

City, State, Zip Code

STATE OF TEXAS } {
COUNTY OF BEXAR } {

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared _____ known to me to be the person whose signature is subscribed to the foregoing instrument.

GIVEN UNDER MY HAND and **SEAL OF OFFICE** this the ____ day of _____, 20____.

Notary Public, Bexar County, Texas



DATE: _____

PLATTING APPLICATION

Name of Subdivision: _____

Legal Description: Lot(s): _____ Block: _____ CB: _____

Engineer/Surveyor: _____

Engineer/Surveyor Address: _____

Project Manager: _____

Phone: _____ Email: _____

Owner Name: _____

Owner Address: _____

Phone: _____ Owner Email: _____

Applicant Signature

Printed Name



PLAT SUBMITTAL INFORMATION CHECKLIST

Please Initial Each Item – This indicates that you have read, understood, and have submitted all the required information for your application. The Leon Valley City Code, Chapter 10, Subdivision Regulations, is available for your use on the City’s website at:

<https://z2codes.franklinlegal.net/franklin/Z2Browser2.html?showset=leonvalleyset>

1. ____ Engineer's or Surveyor's live seal on plat
2. ____ Submission of digital plat and PDF copy
3. ____ Submitted processing fees and deposit (all fees must be included with application)
4. ____ All certificates are shown on plat (including Engineer's Certificate and vacating certificates when appropriate and in accordance with Leon Valley Code of Ordinances, Chapter 10 Subdivisions)
5. ____ Name and address of subdivider and engineer
6. ____ Name and address of Owner of Record of all real property on plat
7. ____ Name(s) of contiguous subdivisions and/or unplatted property description
8. ____ Subdivision boundary lines (use heavy lines and include plat acreage)
9. ____ Location and dimensions of recorded contiguous streets, alleys, and easements
10. ____ Location and dimensions of recorded rights-of-way
11. ____ Location and description of contiguous lots
12. ____ Location and description of contiguous parks
13. ____ Location and dimensions of on-site building(s)
14. ____ Location and dimensions of existing on-site utilities and easements
15. ____ Location and dimensions of other existing improvements (well, septic, parking areas, etc.)
16. ____ Location, description , and dimensions of proposed streets/alleys
17. ____ Location, description , and dimensions of proposed park(s)



PLAT SUBMITTAL INFORMATION CHECKLIST

Please Initial Each Item – This indicates that you have read, understand and have submitted all the required information for your application

18. ____ Location, description , and dimensions of proposed public areas
19. ____ Location, description , and dimensions of proposed easements
20. ____ Location, description , and dimensions of proposed block(s)
21. ____ Location, description , and dimensions of proposed lot(s)
22. ____ Location, description , and dimensions of other proposed site improvements
23. ____ Date of preparation, scale of map (1"= 100') and North arrow
24. ____ Topographical information, including contour lines on a basis of five (5) vertical feet, with an average slope of less than five (5) percent or more, and on a basis of two (2) vertical feet, with an average slope of less than five (5) percent
25. ____ Accompanying address plat (if a large subdivision)
26. ____ Number to identify each lot and block (coordination with the Community Development Office and County Clerk)
27. ____ Front building setback of all lines and sites (see Chapter 15 Zoning for setback requirements)
28. ____ Side yard setbacks at street and sidewalk intersections
29. ____ Location map provided to a scale of not more than 4,000 feet per inch
30. ____ Master plan of all developer's property, if subdivision is part of a larger tract (scale not more than 400 ft. = 1"), to include: a) existing and proposed subdivisions, streets, lots, parks, drainage easements and right of ways, b) location of city limit and boundary lines, and c) general drainage plan
31. ____ Location of city limit line (if near city limit)
32. ____ General drainage plans with flow line of existing water course
33. ____ Any existing drainage structures and ultimate destination of water



PLAT SUBMITTAL INFORMATION CHECKLIST

Please Initial Each Item – This indicates that you have read, understand and have submitted all the required information for your application

- 34. _____ All plat document verbiage, signature lines, certification, etc.
- 35. _____ Letter of authorization from property owner(s) for agent or applicant (see City form letter)

- 36. _____ Electronic submittal of plans and specifications for the following:
(a) Water, (b) Sewer, (c) Streets, (d) Sidewalks, (e) Drainage w/calculations
- 37. _____ Cost estimates for all of the items indicated in #36 of the checklist based on current market standards and include a fifteen percent (15%) contingency
- 38. _____ Utility map
- 39. _____ Tax Certificates showing taxes paid through previous year
- 40. _____ Utility company review comments for the following: CPS Energy/Grey Forest, Cable TV Provider, SBC Telephone, SAWS, and Leon Valley (if in Leon Valley service area). Deliver a review form, with a copy of the plat, to each of the utility companies that will service the property, or that have easements on the property (see City form letter)
- 41. _____ A Performance Guarantee in the form of: Performance Bond, Trust Agreement, Irrevocable Letter of Credit, Cashier's Check, or Cash to cover all costs associated with public improvements construction must be submitted before a plat can be filed (not applicable to replats, vacating plats, or amending plats, unless public improvements are to be constructed)
- 42. _____ A Variance Request Form, with any required accompanying documentation, if being sought
- 43. _____ List of property owners within 200 feet, with corresponding mailing labels (replats only)

VARIANCES

If a variance to the Subdivision Code is being sought of an item which requires construction plans, cost estimates and performance guarantees and the variance request is denied by the City Council, failure to provide the required items in advance may cause the plat to be denied.



OWNER PLAT FILING AUTHORIZATION AND VARIANCE REQUEST FORM

Date: _____

Type of Plat: *(circle one)* Plat Replat Amending Plat

Name of Proposed Subdivision: _____

LEGAL DESCRIPTION: _____
 Lot(s), Block(s), and County Block

I am the owner of the referenced property and I hereby authorize the City of Leon Valley to file the above plat with the Bexar County Clerk's Deed and Records Office.

I understand that no plat can or will be filed with the County Clerk's Office unless and until said plat is in "substantial conformance" with all items required by Chapter 10 Subdivisions, of the Leon Valley Code of Ordinances.

The following items required by the Leon Valley Subdivision Code have NOT been provided by me as required, and I request that:

1. A **variance** be granted to the following required items (type/print "NONE" if no variances are being requested):
 - a. _____
 - b. _____
 - c. _____

2. The Plat be approved **subject to the condition** that I provide the following items **no later than 30 days** from the date of the Planning and Zoning Commission or City Council's conditional approval (type/print "NONE" if you do NOT have a conditional request):
 - a. _____
 - b. _____
 - c. _____



**OWNER PLAT FILING AUTHORIZATION
AND
VARIANCE REQUEST FORM**

I understand that if the variance(s) which have been requested are not granted by the City Council the plat may be denied or conditionally approved subject to submittal of the required items to the City within a period of no longer than 30 days.

I understand that this request for conditional City Council approval is a courtesy extended to subdividers for the purpose of expediting plats which have MINOR deficiencies. I/We recognize that this courtesy may NOT be extended in cases where MAJOR deficiencies exist.

Furthermore, I understand that if the item(s) listed in Section #2 of this form are not provided within the required time period then the plat request is DISAPPROVED and any subsequent plat request must be resubmitted to the City.

_____	_____
Signature	Address
_____	_____
Printed Name	City, State, Zip Code
_____	(____)_____
Title	Phone Number

SWORN TO and **SUBSCRIBED** before me this the ____ day of _____, 20__.

Notary Public in and for the State of Texas

Note: If an individual or agency is acting on behalf of the property owner(s) then a signed notarized letter authorizing such individual or agency to act on his/her/their behalf must accompany this letter.



UTILITY COMPANY PLAT REVIEW FORM

To: _____ From: _____

Attn: _____ Email: _____

SUBJECT: REQUEST FOR REVIEW OF A PROPOSED SUBDIVISION PLAT

Subdivision: _____

LEGAL DESCRIPTION: _____ Lot _____ Block _____ CB _____

The attached plat has been submitted for consideration to the City of Leon Valley. Please review the plat and forward your recommendation(s) back to:

City of Leon Valley
Attention: Planning and Zoning Department
6400 El Verde Road, Leon Valley, TX 78238
Phone: (210) 684-1391 X 234
Fax: (210) 509-8288
Email: m.teague@leonvalleytexas.gov

Your timely review of this plat is appreciated.

Please place a check mark next to one of the items listed below.

_____ I recommend APPROVAL of this plat.

_____ I do NOT recommend approval of this plat.

On _____ I notified the applicant or his/her agent of the necessary changes to remove this objection.

Other Comments: _____

Signature

Printed Name

Date

Title



MAILING LIST OF PROPERTY OWNERS WITHIN 200 FEET TO BE NOTIFIED

Instructions:

Please print/type names and addresses of the applicant, representative, property owners, and all owners of property within 200 feet of the subject site listed with the Bexar County Appraisal Rolls (as indicated on the map provided by applicant). The names in the mailing list below should be keyed to the map, indicating specific property owned.

NOTE: If a property owner holds more than one lot (same mailing address for different lots), make only **one** mailing label for that property owner and write "Same Owner as # _____" on the attached mailing list.

I certify that the names, addresses, and zip codes listed below are those listed on the current Bexar County Tax Roll.

Signature of Applicant
(Owner or Authorized Agent)

Date

SWORN TO and **SUBSCRIBED** before me this ____ day of _____, 20 ____.

SEAL

Notary Public, Bexar County, Texas

My Commission expires: _____

Applicant Name: _____

Address: _____

Representative Name: _____

Address: _____

Property Owner Name: _____

Address: _____



Mailing List of Property Owners to be Notified – Plat Case No. _____

#	Property Owner Name & Full Address	LOT	BLK	CB (NCB)	Acreage, Property Description, & Tax ID Number

NOTE: If additional space on mailing list is needed, please print additional copies.