



TO: Development Services Customers

SUBJECT: **Information Bulletin 526**
Standard Plat Note Layout

DATE: Issued March 25, 2010/ *Revised/September 9, 2011/August 2, 2013/
August 1, 2014*

CREATED BY: Land Development Division/Land Entitlements Section

Purpose:

As a customer service initiative, the Development Services Department (DSD) created this **revised** bulletin to update Information Bulletin (IB) 526 on standard plat note layout. This bulletin has been updated to incorporate the department's new format for Information Bulletins. The purpose of this IB is to provide a standardize note format with which to prepare a plat.

Scope:

Through this process, we have coordinated with the agencies to minimize some of the unnecessary notes and reduce the length of other notes that are placed on plats along with the addition of- see page 2. The language within the individual plat notes are based on the intent of Unified Development Code (UDC). Furthermore none of these changes requires a UDC amendment and they were fully vetted through key stakeholders. A Spreadsheet has been created (exhibit "A") depicting all of the approved plat notes. This new standard will streamline the review process for the applicable agencies by creating consistency within the reviews, which will minimize review time. In addition, this new standard will maximize quality control on behalf of the development community. To assist with the new note standards, the City of San Antonio has developed several templates (see attached samples), which are designed for all new plat submittals. For those plats that are on multiple pages, the plat notes only need to be shown on the first page, however all signature blocks need to be included on every page.

STANDARD LAYOUT:

On the Left Hand Margin:

This space is reserved for recording information and seals, which will be provided by Bexar County at the time of recordation.

The left hand side of the plat should include: (in order from top to bottom)

Location Map; before picture (i.e. replat – vacate – amending – subject area); legend; notes – in order by mandatory first (Surveyor – CPS Energy, EDU) Utility companies, miscellaneous; Forms O, P or Q; Surveyor and Engineer (seal in left margin).

The right hand side of the plat should include: (in order from top to bottom)

Plat Number; Plat name & legal description; scale and north arrow, company logo; ownership and notary blocks (excluding Forms O, P or Q); County Judge or Executive Director Signature Block – OCL: Planning Commission or Director Signature Block, County Clerk Signature Block. Have enough space for written information on all signature blocks. The last item for this area should be reserved for the page number such as “page X of X”.

Top Center can also be utilized for the Before Picture or overflow of notes – if necessary.

The Center area is reserved for the proposed plat.

It is noted that the development community is encouraged to begin using the new format as soon as possible. Staff will begin requiring the new format for all new plats starting with the first plat number issued in May 1, 2010.

PLAT NOTES BEING REVISED

FOR MULTI-PAGE PLATS:

[Plat notes apply to every page of this multiple page plat.](#)

ACCESS NOTE:

[Lot owner\(s\)](#) shall provide shared [common](#) cross access in accordance with UDC 35-506(r)(3).

SAWS:

The developer dedicates the sanitary sewer and/or water mains to the San Antonio Water System upon completion by the developer and acceptance by the San Antonio Water System. ~~The San Antonio Water System will own and maintain said sanitary sewer and/or water mains which are located within this particular plat.~~

Transportation and Capital Improvements (TCI) - STORM WATER: # 1 Optional

[At date of plat approval, no portion of the 100 year flood plain exists on this site as verified by FEMA Map Panel: 48029Cxxxxx, Effective \[date\]; this information is subject to change as a result of future FEMA Map revisions and/or amendments.](#)

TCI STORM WATER: # 2 New

[Storm water detention is required for this property and is accounted for in an offsite regional detention pond located in Lot _____ Subdivision Unit _____, recorded in Volume _____, Page _____ \(COSA Plat # _____\).](#)

TCI STORM WATER: # 3 Replace

~~Minimum finished floor elevations for residential and commercial lots adjacent to the floodplain shall be elevated at least 1 foot higher than the computed water surface elevation for the 1% annual chance (100-yr) storm event for the ultimate development condition.~~

Finished floor elevations for structures on lots containing floodplain or adjacent to the floodplain shall be no less than one foot above the base flood elevation (BFE) of the regulatory floodplain. Nonresidential structures shall be elevated or flood proofed to no less than one foot above the BFE of the regulatory floodplain.

TCI STORM WATER: # 4 Replace

~~Finished floor elevations must be a minimum of eight inches above~~

Residential finished floor elevations must be a minimum of eight inches above finished adjacent grade.

TCI STORM WATER: # 5 Replace

~~Storm Water detention is required for this property. The engineer of record for this subdivision plat has estimated that an area approximately _____ acres and a volume of approximately _____ acre-feet will be required for this use. No building permits will be issued for this platted property until a storm water detention system design has been approved by the City of San Antonio.~~

~~The maintenance of the detention pond and/or water quality basin and outlet structure shall be the responsibility of the lot owners or home owners association and their successors or assignees and not the responsibility of the City of San Antonio and/or Bexar County.~~

Storm water detention is required for this property. Building permits for this property shall be issued only in conjunction with necessary storm water detention approved by the City of San Antonio. The property may be eligible to post a fee in lieu of detention (FILO) if offsite drainage conditions allow but only when approved by the City of San Antonio. Maintenance of on-site storm water detention shall be the sole responsibility of the lot owners and/or property owners association and their successors or assignees.

TCI STORM WATER: # 6 Replace

~~The variable width drainage right-of-ways and easements were delineated to contain the boundaries of the 1% annual chance (100-year) flood zone established by the Federal Emergency Management Agency. Management Agency (FEMA) in accordance with DFIRM panel XXXXXX XXXXX, dated XXXXXXXX X, XXXX (provide applicable panel numbers and date) and the higher of the 4% annual chance (25-year) ultimate development plus required freeboard or the 1% annual chance (100-year) ultimate development condition water surface elevation. Construction within these easements is prohibited without the prior written approval of the Bexar County Floodplain Administrator. Bexar County Public Works Department shall have access to these drainage easements as necessary.~~

New: The variable width drainage right-of-ways and easements were delineated to contain the boundaries of the 1% annual chance (100-year) flood zone established by the Federal Emergency

Management Agency (FEMA) in accordance with DFIRM Panel _____, dated _____ and the lower of the 4% annual chance (25-year) ultimate plus freeboard or the 1% annual chance (100-year) ultimate development condition water surface elevation. Construction within these easements is prohibited without the prior written approval of the Bexar County or City of San Antonio Floodplain Administrator. Bexar County or City of San Antonio TCI shall have access to these drainage easements as necessary.

All other notes remain unchanged.

For additional information regarding this IB, please contact the Land Entitlements Section at (210) 207-1111.

Summary:

This Information Bulletin is for informational purposes only.

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