



Completeness Review for Letters of Certification

FOR OFFICE USE ONLY		
Date Application Submitted:	Date Application Inventoried:	Date Applicant Notified:
Case Manager:	Certifying Agency: (circle) SAWS CPS PLAN Parks DSD Bexar	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete

Plat I.D. #: _____

Plat name: _____ Major

Project Engineer / Surveyor or Firm Name: _____ Minor

Contact: _____ Amending

Phone #: _____ E-Mail: _____ Vacating Declaration only

Note: The applicant must submit all required items to each respective agency.

Please note that all packages determined incomplete will be destroyed if not picked up within five (5) days of notice.

Completeness Inventory for requests for Electronic - Letter of Certification (E-LOC)

The subject application has been inventoried and the following items purporting to be the requisite information or items required for E-LOC technical review were submitted: (Amending, Development Plats, Major, Minor, Replat, or Vacating Declaration Only)

THESE ITEMS HAVE NOT BEEN REVIEWED FOR VERACITY OR TECHNICAL ACCURACY.

* This column is for applicant's use ✓ item enclosed N/A Not Applicable	*Items attached	Staff Inventory	Items Missing	Comments (FOR OFFICIAL USE ONLY)
Development Services: The following are required				
Land Entitlements:				
3 copies of proposed plat				
1 8½ x 11 reduction of proposed plat				
1 copy of approved POADP/MDP/PUD/VRP/RD/ Consent Agreement				
1 8½ x 11 reduction of previous plat (required for amending plats and replats)				
Habitat Compliance Form (signed original) & Aerial photo – both items will require a bond original & digital file (do not email) (Over two (2) acres)				
Single Family Acreage Form (Inside City of San Antonio)				
Legal Description:				
2 copies of proposed plat				
1 copy digital file (include PDF of plat) (do not e-mail)				
Environmental (Trees):				
1 copy of proposed plat				
Completed, signed & notarized Tree Affidavit/Permit application (original)				
1 copy of approved POADP/MDP/PUD/VRP/RD/ Consent Agreement				
Engineering:				
1 copy of Site Plan, if applicable				
5 copies of proposed plat and the following items are required for every plat				
2 copies of TIA <u>and disc</u> of analysis (Synchro, Corsim), if applicable				
1 copy of TIA w/threshold work sheet, or; 3 copies of the TIA report & site plan				
1 copy of approved POADP/MDP/PUD				
PW Storm Water - required for every plat				
2 bound sets (1 original) - (titled) Storm Water Management Plan (include checklist found in Appendix B §35-B119 w/copies of plat & storm water participation form)				
Major Plats may require the following:				
3 copies Signage plan (if new streets)				
1 copy geotechnical report (if new streets)				
2 copies of utility layout (if inside city limits, show streetlights)				
2 copies of street & drainage cost estimate				
3 sets of plan & profiles (streets, alley, walks, drainage per §35B-120) (Attach street sign location map to all street plans, including revisions)				
Amending Plat - 14 copies of plat & a digital file				
BSL (or lot line) Plat - 4 copies of plat & a digital file				
Parks & Recreation: Is required for all residential uses, which includes single-family, Townhomes, Multi-Family, and Residential Mixed Uses				
1 copy of proposed plat				
1 copy of HOA bylaws (if applicable)				
1 letter including Park Dedication credit calculations (if applicable)				
1 letter including type of land use proposed (single or multi family) and number of dwelling units				
1 letter including Fee in Lieu Land Dedication calculations (if applicable)				

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Office of Historic Preservation:				
2 copies of proposed plat & 1 request for review form				
San Antonio Water Systems – Sewer/Water (All plats & plans must be folded):				
5 copies of plat (No preliminary plats or hand written ID numbers will be accepted)				
1 SAWS Application for Subdivision Plat Review				
1 Water Well Letter (Signed & Sealed by Engineer)				
1 copy Water purveyor letter (if applicable)				
1 copy Septic Letter (if applicable)				
1 copy local Sewer Authority (If applicable)				
1 copy No Flow letter (if applicable)				
1 copy Private Sewer System Letter (if applicable)				
1 copy EDU calculations (All submittals)				
1 copy SAWS Aquifer Protection approval or copy of category letter (if applicable)				
1 copy USA, Existing Sewer Contract/Assignment or Water Commitment (if applicable)				
SAWS Plan Submittal for plats requiring on/off-site development (Sewer & Water)				
3 copies of sewer plans, 2 copy of cost estimates, 1 copy of utility layout, 1 copy of plat & 1 copy of current master plan, 1 copy WPAP/SCS for projects over Edwards Aquifer & 1 copy USA, Existing Sewer Contract /Assignment 2 digital copies of plans (must adhere to SAWS CADD standards)				
3 copies Water Plans with 2 copies Cost Estimates, 1 copy of Utility Layout, 1 copy of plat, 1 copy of current master plan, & 1 copy of Water Commitment or USA. 2 digital copies of plans (must adhere to SAWS CADD standards)				
Specifications for Plans only if requested				
2 digital copies of plat (must adhere to SAWS CADD standards)				
Amending/Vacating Declaration/Development Plats:				
1 SAWS Application for Subdivision Plat Review				
2 copies of plat				
CPS Energy:				
Subdivision:				
1 copy digital file of Subdivision Plat w/ all easements identified (do not email)				
3 copies of proposed plat w/ approved street names				
3 copies of Utility Plans w/ streetlight locations identified and authorization letter to install streetlights				
1 Subdivision Development Application (completely filled out and signed)				
Commercial/ Residential (Replat/ Amending/ Vacate):				
2 copies of proposed plat				
Bexar County:				
6 copies of plat & 1 copy of plat application				
Minor or Major Plats:				
Digital Copy of plat (AutoCAD)				
2 sets of Storm Water Management Plan w/ drainage calculations				
2 copies of TIA and disc of analysis (Synchro, Corsim)				
Address Plat – with final submittal				
Major Plats:				
2 sets of Utility Plans				
1 copy of approved POADP/MDP/PUD				
Final Geotech report				
3 sets of street, signage & drainage plans (if new streets)				
2 copies of Cost Estimates Streets & Drains				
Digital Copy - construction plans (pdf) – with final submittal				
OSSF Data: (if development is not served by public sewer)				
Site evaluation form with required soil analysis				
Water purveyor documentation/letter				
Plan showing the proposed OSSF on the lot or tract (Drawn to scale, locating: soil borings, existing wells, water lines, structures)				
Requests for Reviews:				
Time Warner Cable System:				
2 copies of proposed plat				
2 copies of utility layout				
AT&T: Preferred submittal: sotxplatreview@att.com				
2 copies of proposed plat with preliminary request				
2 copies of utility plat/layout				
Completed copy of AT&T Preliminary Request form (dated: 10/20/10)				
Completed copy of the Request For review form				
SARA / CIMS / Aviation (if applicable)				
1 copy of proposed plat				