



APPLICATION FOR PLAT IDENTIFICATION NUMBER/ LETTER OF CERTIFICATION

Date Submitted: _____ **Plat ID Number:** _____

Plat Application Type (check only one):

<input type="checkbox"/> Major <input type="checkbox"/> Minor	
<input type="checkbox"/> Subdivision Plat	<input type="checkbox"/> Vacate and Resubdivision – no. of pages
<input type="checkbox"/> Replat	<input type="checkbox"/> Amending
<input type="checkbox"/> Replat and Subdivision Plat	<input type="checkbox"/> Development Plat
<input type="checkbox"/> BSL (Building Setback Line)	
<input type="checkbox"/> Vacate – no. of pages	

Plat Application Sub Type (check all that apply):

<input type="checkbox"/> Redline	<input type="checkbox"/> Short Public Hearing (SPH)
<input type="checkbox"/> Deferral	<input type="checkbox"/> Public Hearing Notification
<input type="checkbox"/> Time Extension	<input type="checkbox"/> Appeal
<input type="checkbox"/> Variance/Administrative Exception	<input type="checkbox"/> Expedited Review
<input type="checkbox"/> Long Public Hearing (LPH)	

Plat Name: _____

Property Address/Legal: _____

PROPERTY OWNER INFORMATION:

Business/Company Name: _____
 Point of Contact: _____
 Mailing address: _____
 Contact Information: Primary Phone: _____ Secondary Phone: _____
 E-mail: _____ Fax: _____

AGENT/REPRESENTATIVE INFORMATION:

Business/Company Name: _____
 Point of Contact: _____
 Mailing address: _____
 Contact Information: Primary Phone: _____ Secondary Phone: _____
 E-mail: _____ Fax: _____

ENGINEER/ SURVEYOR INFORMATION:

Engineer/Surveyor Name: _____
 Point of Contact: _____
 Mailing address: _____
 Contact Information: Primary Phone: _____ Secondary Phone: _____
 E-mail: _____ Fax: _____

1. Existing Zoning: _____ Zoning Case # if new application is in process _____
**Plat approval will not preempt existing zoning regulations. City Council approval is required to change the zoning.*
2. Is the abutting property zoned RE or R-20? Yes No
3. All Specific Uses Proposed:
 Residential (single-family, 2-3 dwelling units, multi-family): _____
 Non-Residential (office, commercial, industrial, etc): _____
 Mixed-Use (specify): _____
 Gross Floor Area: _____ No. of Units: _____
 Total land area (in square feet): _____
 Total area of impervious surface (in square feet): _____
 Density (dwelling units per acre): _____
4. Is this project in partnership with a public agency? Yes No
 Agency/Department: _____ Point of Contact? _____
5. Will this project be used in conjunction with a Tax Increment Financing Application (TIF): Yes No
***If YES, please note that higher standards have been adopted and are required for projects that involve City funds like TIF. For complete information and application of the Tax Increment Financing (TIF) and Reinvestment Zone Guidelines and Criteria, please call the Planning and Community Development Department at (210) 207-0147. (Indicate "TIF" with Project Name on all submissions).*
6. Has an address plat been submitted to DSD? Yes No (for projects Inside the City limits)
7. School District: _____
8. Is this property located in the Limited Purpose Annexation Area? Yes No
 Identify area: _____
9. City Council District: ____ County Precinct: ____
10. DIRECTOR -OR- PLANNING COMMISSION
11. Water Service: Saws Well Other Utility (name): _____
12. Sewer Service: Saws Septic Other Utility (name): _____
13. San Antonio City Limits? Yes No
14. Is this project within a military installation notification area? Yes No
 Installation Name: _____
15. Will this project propose Low Impact Development, Natural Channel Design Protocol, or Conservation Subdivision? Yes No
16. Is this project over the Edwards Aquifer Recharge zone? Yes No
17. Is this project over a previous or existing permitted landfill? Yes No
18. Does this project include Floodplains? Yes No

19. Is this plat associated with any other application, if so, please list below:

- POADP/MDP
Name: _____ No. _____ Date Approved: _____
- PUD
Name: _____ No. _____ Date Approved: _____
- Rights Determination (aka Vested Rights)
Name: _____ No. _____ Date Approved: _____

20. Is there a building permit associated with this plat? Yes No AP # _____

* Provide complete listing of any updated plans (attach sheets if necessary) _____

PLATTED AREA

Streets	<input type="checkbox"/> Public	<input type="checkbox"/> Private	Linear Ft _____	streets acreage _____
ROWs	<input type="checkbox"/> Public	<input type="checkbox"/> Private	Linear Ft _____	ROW acreage _____
Parks	<input type="checkbox"/> Public	<input type="checkbox"/> Private		parks acreage _____
Off-Lot Easements	<input type="checkbox"/> Permeable	<input type="checkbox"/> Non-permeable		off-lot acreage _____
Lots				lot acreage _____
				TOTAL _____

I hereby certify that all of the information on the entire Plat Application is true and correct.	
Print Name: _____	Signature: _____
Date: _____	<input type="checkbox"/> Professional Engineer <input type="checkbox"/> Registered Professional Land Surveyor
I hereby grant permission to the Director of Development Services to record this plat.	
Print Name: _____	Signature: _____
Date: _____	<input type="checkbox"/> Owner <input type="checkbox"/> Agent (Checking this requires a notarized Letter of Agent.)

FEES (please refer to the current fee schedule)

City Fees (Required for all plats)			
<input type="checkbox"/> Minor		# of Lots: _____ x <u>\$80.00</u> per lot =	\$ _____
	<u>Acres</u>	Base Fee:	
0-3 Acres	_____	<u>\$ 595.00</u> **	\$ _____
3.01-10 Acres	_____	<u>\$ 805.00</u> **	\$ _____
10.01-20 Acres	_____	<u>\$1,075.00</u> **	\$ _____
>20 Acres	_____ x \$110 = _____ +	<u>\$1,610.00</u> (includes 1 st 20 acres)**	\$ _____
 <input type="checkbox"/> Major		Base Fee: \$625.00**	\$ _____
	<u>Acres</u>	<u>Lots</u>	
Single-Family	_____	_____	x \$ <u>80.00</u> per lot = \$ _____
Non-Single Family per lot fee	_____	_____	x \$ <u>5.00</u> per lot = \$ _____
Non-Single Family	_____	_____	x <u>\$550.00</u> per acre = \$ _____
Private Streets, Common Area, Easements & Other (NSF acreage fee)	_____	_____	x <u>\$550.00</u> per acre = \$ _____
Drainage, Conservation, landscape easements.	_____	_____	_____ exempt if Permeable
Open Space, Parks, greenbelt easements. (Designate as "Permeable" on the plat or pay NSF fee)	_____	_____	
Right-of-Way	_____	Exempt	
TOTAL (Total acreage as it appears on the plat)	_____	_____	

- BSL** \$ _____
- Legal Description \$ _____
- Amending** \$ _____
- Deferral** \$ _____
- Development Plat** \$ _____
- Notification Fee** \$ _____
- Parks & Rec. (residential only) \$ _____
- Historic Review Fee (*Required with the exception of some amending/BSL plats*) \$ _____
- Replat PH** \$ _____
- Vacating Declaration** \$ _____
- Recording Handling \$ _____
- Recordation \$ _____
- TOTAL CITY FEE:** \$ _____

Recording: Legal Document(s) \$ _____ Plats \$82 x _____ Sheets =

*Legal Document(s) note: 1st sheet is \$26 plus \$4 for each additional sheet thereafter.

**A total of 6% Development Services & Technology Surcharge will be assessed.

County Fees (Required for ETJ/OCL plats)			
<input type="checkbox"/> Minor		# of Lots _____ x <u>\$42.39</u> per lot =	\$ _____
	<u>Acres</u>	Base Fee:	
0-3 Acres	_____	<u>\$ 430.00</u>	\$ _____
3.01-10 Acres	_____	<u>\$ 580.00</u>	\$ _____
10.01-20 Acres	_____	<u>\$ 775.00</u>	\$ _____
>20 Acres	_____ x \$80 = _____ +	\$1,160.00 (includes 1st 20 acres)	\$ _____
TOTAL ACREAGE	_____		
 <input type="checkbox"/> Major		Base fee: \$450.00	\$ _____
	<u>Acres</u>	<u>Lots</u>	
Single-Family	_____	_____	x \$ <u>46.21</u> per lot = \$ _____
Non-Single Family	_____	_____	x <u>\$345.00</u> per acre = \$ _____
Private Streets	_____	_____	x \$ <u>46.21</u> 1 lot = \$ _____
TOTAL	_____	_____	
	(acres*)	(lots)	
		TOTAL COUNTY FEE:	\$ _____
		TOTAL FEE (Both City & County):	\$ _____

(Only complete legible applications will be accepted: 1 original and 6 copies along with a digital file and 4 copies of the plat.)