



APPLICATION FOR FINAL PLAT

Planning & Development Department
 30360 Cougar Bend, Bulverde, TX 78163
 Telephone: 830-438-3612 - Fax: 830-438-4339
www.bulverdetx.gov

ALL APPLICATIONS SHALL BE ACCEPTED BY APPOINTMENT ONLY DURING A PRE-APPLICATION CONFERENCE ON THE DATES SPECIFIED IN PAGE 2 OF THIS APPLICATION. TO SCHEDULE AN APPOINTMENT PLEASE CONTACT THE BULVERDE PLANNING & DEVELOPMENT DEPARTMENT.

1. Name of Subdivision: _____ Unit No _____
 Location Description/Nearest Intersection: _____

2. Owner/Applicant: _____
 Address: _____ Email: _____
 Telephone: _____ Fax: _____ Mobile: _____
Note: If applicant is person other than owner, a letter of authorization must be provided from owner.

3. Licensed Engineer/Surveyor (technical contact): _____
 Address: _____ Email: _____
 Telephone: _____ Fax: _____ Mobile: _____

4. Property Details:

City Limits:	<input type="checkbox"/> In <input type="checkbox"/> Out (ETJ)	Water Source:	_____
Commercial:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sewage Treatment:	_____
Residential:	<input type="checkbox"/> Yes <input type="checkbox"/> No	TxDOT Frontage:	<input type="checkbox"/> Yes <input type="checkbox"/> No
No. of Lots:	_____	100-Year Floodplain:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total Acreage without floodplain:	_____	Edwards Aquifer Zone:	<input type="checkbox"/> Recharge
Density Class:	_____		<input type="checkbox"/> Contributing
Zoning Class:	_____		

The undersigned agrees to comply with all platting and subdivision requirements of the City of Bulverde, and hereby authorizes the surveyor/engineer to record the approved final plat. The undersigned agrees to pay the appropriate fees as outlined in the Planning and Development Fee Schedule and agrees to pay fees for any additional review requiring consultation with City Consultants, including involvement of a contract engineer in a predevelopment conference. To the extent possible, City Staff will provide the Owner/Applicant with an estimate of fees should outside consultation be required.

 Signature of Owner/Applicant

 Date

Fees and Submittal Dates on Page 2

Fees:

Final Plats

- \$1250.00 + \$15.00 per lot single family; \$30.00 per acre for non-single family.

Traffic Impact Analysis (TIA) Review

- \$1250.00 - Minor TIA
- \$2500.00 - Major TIA

Drainage Analysis Review Tier 1

- \$750

Drainage Analysis Review Tier 2 single family residential

- \$1500 – (0-5 acres)
- \$2500 + \$10/lot – (5+ acres)

Drainage Analysis Review Tier 2 Commercial/Industrial/Multi-Family

- \$1750 - (0-5 acres)
- \$2500 + \$10/acre (5+ acres)

Subdivision Improvement Construction Plan Review

- \$2500

Subdivision Improvement Construction Inspection

- \$50 + \$2.00/LF of each infrastructure improvement to be inspected

Subdivision Improvement Construction Deposit for Multiple Inspections

- \$50 + \$2.00/LF of each infrastructure improvement to be inspected
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SUBMITTAL DATES: 2023

Planning & Zoning Meeting	City Council Meeting	Submittal Date
JANUARY 12, 2023	FEBRUARY 14, 2023	DECEMBER 13, 2022
FEBRUARY 16, 2023	MARCH 14, 2023	JANUARY 17, 2023
MARCH 16, 2023	APRIL 11, 2023	FEBRUARY 14, 2023
APRIL 13, 2023	MAY 9, 2022	MARCH 14, 2023
MAY 11, 2023	JUNE 13, 2023	APRIL 11, 2023
JUNE 15, 2023	JULY 11, 2023	MAY 16, 2023
JULY 13, 2023	AUGUST 8, 2023	JUNE 13, 2023
AUGUST 10, 2023	SEPTEMBER 12, 2023	JULY 11, 2023
SEPTEMBER 14, 2023	OCTOBER 10, 2023	AUGUST 15, 2023
OCTOBER 12, 2023	NOVEMBER 14, 2023	SEPTEMBER 12, 2023
NOVEMBER 16, 2023	DECEMBER 12, 2023	OCTOBER 17, 2023
DECEMBER 14, 2023	JANUARY 9, 2024	NOVEMBER 14, 2023



Planning and Development Final Plat Application Checklist

**ALL SUBMITTALS MUST FOLLOW THE FOLLOWING REQUIREMENTS TO BE
ACCEPTED BY THE CITY OF BULVERDE FOR INITIAL REVIEW**

- 2 full-size physical copy and digital copy on 18" by 24" sheets with a minimum of a 1/2-inch margin of Final Plat
- 1 Physical copy of Final Plat Application
- One electronic copy of each document required below and plat drawing(s) in PDF format.
- A check or money order for the platting fee, review fee and other required fees.
 - Plat Application & Review Fee
 - SWMP Review Fee
 - TIA Fee
 - SICP Fee
- A digital copy the Final Utility Layout showing all proposed utilities and easements
- A digital copy the Final Traffic Impact Analysis
- A digital copy of construction cost projections for improvements required herein. Cost projections prepared without complete and approved construction plans shall include at a minimum a 10% design phase contingency and a 15% construction contingency.
- A digital copy of the approved Floodplain Development Permit from Comal County if subdivision includes property within the ETJ.
- A digital copy the Final Drainage Study
- A digital copy the recorded deed
- A digital copy of each letter approving the Final Plat reviewed by all utilities that will provide service to the proposed subdivision and all entities with regulatory authority pertaining to the proposed subdivision including but not limited to the following.
 - Electric Utility
 - Gas Utility
 - Public Water System
 - Telephone Utility
 - Cable TV Utility
 - TxDOT
 - TCEQ
 - Other agencies or entities having jurisdiction
- A digital copy of Variance Requests (if any)
- A digital copy of Original Tax Certificates
 - City
 - County
 - School
- A digital copy of Letter of Agent or other power of attorney authorizing signature of Owner on plat

- A digital copy of other applicable legal documents including deed restrictions, homeowner’s association documents, etc.
- A digital copy of verification of closure of the outer boundary of the plat
- For plats, a digital copy of in the ETJ, provide a copy of an approved PIPROW permit from Comal County for any utilities, landscaping, street lighting, or other private features located in the public right-of-way
- If utility services must be extended beyond the outer boundary of the proposed subdivision across privately owned land to provide service to the lots in the proposed subdivision, then those utility service extensions must be contained in easements. Copies of the recorded easements for said utility extensions must be provided along with a map view showing the extensions from the outer boundary of the proposed subdivision to their ultimate connection points to be able to provide service.
- A digital copy of Lienholder’s acknowledgement (if applicable)
- A digital copy of Utility certification required under Section 3.303(a) pertaining to the area within the Final Plat.

ADDITIONAL COMMENTS

FOR OFFICE USE ONLY:

- Approved (Assign Case Number)**
- Returned (Provide Comments)**

Reviewed by: _____ **Date:** _____ **Case Number:** _____