



# APPLICATION FOR PRELIMINARY PLAT

Planning & Development Department  
 30360 Cougar Bend, Bulverde, TX 78163  
 Telephone: 830-438-3612 - Fax: 830-438-4339  
[www.bulverdetx.gov](http://www.bulverdetx.gov)

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.

### PROPERTY OWNER'S ACKNOWLEDGEMENT

\_\_\_\_\_  
**Signature of Owner/Applicant** \_\_\_\_\_  
**Date**

**State of Texas**  
**County of** \_\_\_\_\_

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
 \_\_\_\_\_ (name of property owner).

\_\_\_\_\_  
**(Notarial Seal)** **Notary Public's Signature**



# LETTER OF AUTHORIZATION FOR APPLICATION

Planning & Development Department  
30360 Cougar Bend, Bulverde, TX 78163  
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*\*\*This form is only required for property owners allowing another person or entity to submit and amend documentation required by the City on the property owner's behalf.*

I, \_\_\_\_\_, owner of the property, described in this application, authorize \_\_\_\_\_ (name) to apply for a Preliminary Plat on my/our behalf of the property.

The Additional Applicant's information is:

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Owner/Applicant**

\_\_\_\_\_  
**Date**

**STATE OF TEXAS**  
**COUNTY OF \_\_\_\_\_**

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
\_\_\_\_\_ (name of property owner).

\_\_\_\_\_  
**Notary Public's Signature**

**(Notarial Seal)**

Submittal Format:

**\*\*Plat submittals must follow format outlined in Pages 3 and 4 of this application.**



# Planning and Development Preliminary Plat Application Checklist

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

- Plat Fees**
  - \$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**
  - \$750.00
- Drainage Analysis Review Tier 2 single family residential**
  - \$1500.00 – (0-5 acres)
  - \$2500.00 + \$10/lot – (5+ acres)
- Drainage Analysis Review Tier 2 Commercial/Industrial/Multi-Family**
  - \$1750.00 - (0-5 acres)
  - \$2500.00 + \$10/acre (5+ acres)
- Subdivision Improvement Construction Plan Review (for more than one type of infrastructure, includes the entire limits of construction)**
  - \$2500.00
- Subdivision Improvement Construction Plan Review (for individual infrastructure, includes the entire limits of construction)**
  - \$1,250.00 + \$5.00/LF of each infrastructure improvement
- Subdivision Improvement Construction Inspections (deposit for inspections)**
  - \$78.00 + \$3.10/LF of each infrastructure improvement to be inspected
  
- In lieu of providing a physical copy, a digital copy on 18” by 24” sheets with a minimum of a 1/2-inch margin of Plat may be submitted.
- 1 Physical copy of Preliminary 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 (if applicable)
  - TIA Fee (if applicable)
- A digital copy of the Utility Layout showing all proposed utilities and easements
- A digital copy of the Traffic Impact Analysis

Submittal Format:

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\*\*Plat submittals must follow format outlined in Pages 3 and 4 of this application.

- A digital copy of the approved Floodplain Development Permit from Comal County if subdivision includes property within the ETJ.
- A digital copy of the Drainage Study
- A digital copy of the Water Study and Water Supply Certification as applicable
- A digital copy of the Sewer Study as applicable
- A digital copy of the Environmental Assessment
- A digital copy of the Slope Map
- A digital copy of the Riparian Buffer Exhibit
- A digital copy of the Tree Protection, Replacement and Mitigation Plan
- A digital copy of the Certification 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
  - Public Sewer System
  - Telephone Utility
  - Cable TV Utility
  - United States Postal Service
  - Emergency Services
  - TxDOT
  - Comal County
  - TCEQ
  - Edwards Aquifer Authority
  - Other agencies or entities having jurisdiction
- A digital copy of evidence that the applicant has submitted the information required above to the utilities and entities described above
- A digital copy of Variance Requests (if any)
- 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.
- Verification of closure of the outer boundary of the plat
- For plats in the ETJ, A digital 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
- A digital copy of 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)

Submittal Format:

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\*\*Plat submittals must follow format outlined in Pages 3 and 4 of this application.

Submittal Format:

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