



# APPLICATION FOR REPLAT

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 Replat 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 Replat Application Checklist

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

- Replats/Vacating Plat Fees**
  - \$750.00 + \$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)
  
- 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 Replat 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 Recorded Deed.
- If public notification is required, submit to the City a map of the lots in the original subdivision within 200 feet of the replat accompanied by a list of property owners of the lots from the most current tax roll
  - Refer to Chapter 10, Exhibit A, Section 1.04 of the Code of Ordinances for conditions that require public notification
- A digital copy of a Traffic Impact Analysis
  - NOT REQUIRED IF NUMBER OF LOTS DOES NOT INCREASE
- A digital copy of an Environmental Assessment
  - NOT REQUIRED IF NUMBER OF LOTS DOES NOT INCREASE

Submittal Format:

3

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

- A digital copy of Water System Study
  - NOT REQUIRED IF NUMBER OF LOTS DOES NOT INCREASE
- A digital copy of Sewer System Study
  - NOT REQUIRED IF NUMBER OF LOTS DOES NOT INCREASE
- A digital copy of Stormwater Management Plan
  - NOT REQUIRED IF IMPERVIOUS COVER WILL NOT INCREASE
- 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.
- 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 Lienholder's Acknowledgement (if applicable)

Submittal Format:

4

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