



# APPLICATION FOR CONVEYANCE 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  
Telephone: 830-438-3612 - Fax: 830-438-4339  
[www.bulverdetx.gov](http://www.bulverdetx.gov)

*\*\*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 Conveyance 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 \_\_\_\_\_

by \_\_\_\_\_.

\_\_\_\_\_  
**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 Conveyance 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)
  
- 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 Conveyance 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)
  - SICP Fee (if applicable)
- A digital copy of the Final Utility Layout showing all proposed utilities and easements (if applicable)
- A digital copy of the Final Traffic Impact Analysis (if applicable)
- A digital copy of the approved Floodplain Development Permit from Comal County if subdivision includes property within the ETJ.
- A digital copy of the Final Drainage Study (if applicable)
- A digital copy of the recorded deed

- A digital copy of each letter approving the 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.
- 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
- 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)