

Cibolo Development Manual

EXPAND YOUR VISION



*City of Choice

Universal Development Application

(Please use separate application for each submittal)

| | | |
|--|---|--|
| <input type="checkbox"/> Annexation Petition | <input type="checkbox"/> Land Study | <input type="checkbox"/> Replat |
| <input type="checkbox"/> Disannexation Petition | <input type="checkbox"/> Final Plat | <input type="checkbox"/> Amending Plat |
| <input type="checkbox"/> Land Use Amendment | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Minor Plat |
| <input type="checkbox"/> Thoroughfare Amendment | <input type="checkbox"/> Specific Use Permit | <input type="checkbox"/> Vacating Plat |
| <input type="checkbox"/> Zoning Change <small>(choose one)</small> | <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Site Plan |
| <input type="checkbox"/> Straight Zoning | <input type="checkbox"/> Variance | <input type="checkbox"/> Tree Removal Permit |
| <input type="checkbox"/> PUD (Planned Unit Development) | <input type="checkbox"/> Exception | |

Project Name: _____
 Total Acres: _____ Survey Name: _____ Abstract No.: _____
 Project Location (address): _____

Current Zoning: _____ Current Use: _____ # of Lots/Units: _____ For Commercial/Industrial:
 Proposed Zoning: _____ Proposed Use: _____ Please Circle One: Total Proposed Sq. Ft. _____
 SF MF COMM IND OTHER

Applicant Information:

Property Owner Name: _____
 Address: _____ City: _____ St/Zip: _____
 Phone: _____ Fax: _____ E-Mail: _____

Applicant (if different than Owner) : _____
 Address: _____ City: _____ St/Zip: _____
 Phone: _____ Fax: _____ E-Mail: _____

Representative: _____
 Address: _____ City: _____ St/Zip: _____
 Phone: _____ Fax: _____ E-Mail: _____

Authorization: By signing this application, you hereby grant Staff access to your property to perform work related to your application. Also, you waive the statutory time limits in accordance with Section 211, 212 and 245 of the Texas Local Government Code.

 Owner's Signature

 Typed/Printed Name

Known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that they executed the same for the purposes and consideration expressed and in the capacity herein stated. Given under my hand and seal on this _____ day of _____, 20____.

 Notary Public

(Notary Seal)

City of Cibolo Use Only

Project No.: _____
 Total Fees: _____
 Payment Method: _____
 Submittal Date: _____
 Accepted by: _____

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Preliminary Plat Checklist Required Documents

Please note that the following information must be submitted in a complete package. Incomplete sets will be returned.

- ❑ A Completed application and associated fees.
- ❑ Certified Tax Certificate.
- ❑ A tree survey indicating all trees six inch DBH (6") to be preserved and removed, their DBH in inches, their botanic and common names, and their location clearly represented on a topographical survey. A table on the survey shall enumerate each tree. Building setbacks shall be indicated as well as street pavement area and right-of-way. A grading plan shall accompany the tree survey with all trees located.
- ❑ Four (4) Preliminary Studies (written and descriptive reports) on the following issues: Traffic Impact Analysis, any known/studied environmentally sensitive areas relative to wetlands, endangered or otherwise listed specie, archeological indicators, Environmental Study, Soils Study, Drainage Study and an Engineers report regarding the sites development and connection to any utilities. These reports will also address conformance to the Master Plan, Future Land Use Plan, Thoroughfare Plan, Parks Plan, Subdivision Regulation Ordinance No. 590, Zoning Ordinance No. 609 and other applicable ordinances of the City.
- ❑ Letters of Utilities Services for water, waste water, electric, gas, telephone and cable.
- ❑ Fifteen (15) folded copies/prints of the preliminary plat for the proposed subdivision, drawn on sheets of eighteen inches (18") by twenty-four inches (24") and drawn to an engineering scale of not smaller than one inch equals one hundred feet (1"=100') or a larger scale, shall be submitted in a quantity as specified by the City. In cases of large developments that would exceed the dimensions of the sheet at the one inch equals one hundred feet (1"=100') scale, preliminary plats may be on multiple sheets or to another known engineering scale as approved by the City. Plans shall include the following items:
 - ❑ Vicinity or location map that shows the location of the proposed preliminary plat within the City or the extraterritorial jurisdiction and in relationship to existing major roadways.
 - ❑ Boundary lines, abstract survey lines, corporate boundaries, extraterritorial jurisdiction boundaries.
 - ❑ Existing or proposed roadways, including right-of-way widths with street names.
 - ❑ Bearings and distances sufficient to locate the exact area proposed for the subdivision, and all survey monuments (identified and labeled).
 - ❑ Length and bearing of all straight lines, radii, arc lengths, tangent lengths, and central angles of all curves shall be indicated along the lines of each lot (curve and line data may be placed in a table format).
 - ❑ Accurate reference ties via courses and distances to at least one recognizable abstract survey corner or existing subdivision corner shall be shown.
 - ❑ Name, location and recording information for all adjacent subdivisions, including those located on the other sides of roads or creeks. For unplatted properties, the name of property owners and recording information shall be shown.
 - ❑ Property lines for all platted lots or unplatted tracts shall be shown within two hundred feet (200') of the subject property (the platted block and lot designations shall be shown for platted lots).
 - ❑ Location, width and names of all existing streets and all existing street rights-of-way located on and within two hundred feet (200') of the subject property.
 - ❑ All physical features of the property to be subdivided shall be shown in the preliminary utility and drainage plans, including the location and size of all water courses, 100-year flood plains according to the Federal Emergency Management Agency (FEMA) information, Corps of Engineers flowage easement requirements, ravines, bridges, culverts, existing structures, and drainage area in acres or area draining into subdivisions.

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- Location and width of all proposed streets located on and within two hundred (200') of the subject property.
- Location, type, dimension, ownership, and recording information for all existing easements located on and within two hundred feet (200') of the subject property.
- Location, type, and dimension of all proposed easements located on and within two hundred feet (200') of the subject property.
- Proposed arrangement and square footage of lots and proposed use of same. For non-residential uses, the following existing and proposed information must be shown: location and size of proposed buildings, parking lots (including number of parking spaces), driveways, drive aisles, loading areas, garbage storage areas, landscaped areas, and preserved trees.
- Title block within the lower right hand corner of the plat and associated preliminary grading and utility plans that show: the title under which the proposed subdivision is to be recorded, the name and address of the owner/applicant, the name and address of the land planner and/or engineer or registered public surveyor who prepared the plat and plans, graphic and written scale, date of preparation, north arrow, location of the property according to the abstract survey records of Guadalupe County, and number of lots (segregated by the intended use of each lot – i.e. single-family residential, open space, school, park).
- Sites, if any, to be reserved or dedicated for parks, schools, playgrounds or other uses and the entity to which those sites are to be dedicated.
- Contours with intervals of two (2) feet or less shown for the area with all elevations on the contour map referenced to sea level datum.
- Areas contributing drainage to the proposed subdivision shall be shown in the preliminary drainage plan and locations for proposed drainage discharge from the site shall be shown by directional arrows.
- Proposed phasing of the subdivision.
- Dedication of rights-of-way for streets and street improvements, whether on-site or off-site, intended to serve each proposed phase of the subdivision.
- Proposed or existing zoning of the subject property and all adjacent properties.
- Minimum finished floor elevations of building foundations for all lots adjacent to or within a floodplain or within an area that may be susceptible to flooding. (A minimum of 18-inches above flood plain elevation.)
- Statement that the subject property is owned by the applicant.
- Place for the plat approval signature of the City Engineer, Planning and Zoning Commission Chairman, Planning and Zoning Commission Secretary, a place for the City Clerk to attest to the Chairman's signature, and the approval dates by the Planning and Zoning Commission;
- Special Notice: NOTICE: Selling a portion of this addition by metes and bounds is a violation of City Ordinance and State Law, and is subject to fines and/or withholding of utilities and building permits.
- Note: Approval shall not be deemed to or presume to give authority to violate, nullify, void, or cancel any provisions of local, state, or federal laws, ordinances, or codes.
- Other applicable language (e.g. for drainage, public access or other special types of easements) deemed necessary and appropriate by the City for the purpose of protecting the public health, safety and welfare. Applicable plat language is available upon request at the City.

Name of Subdivision/Project