



City of Cibolo

Platting/Plan Review Process Guide

**The City has updated the platting process for efficiency and to comply with recent statewide changes related to HB 3167.*

**A predevelopment meeting during the early design of the project is requested prior to submittal for any development application per the Unified Development Code.*

STEP 1

Submit package for LOC review/re-review to the Planning and Engineering Department on **Mondays by 3 PM:**
 Cibolo City Hall (210) 658-9900
 200 South Main Street planning@cibolotx.gov
 Cibolo, TX. 78108 Monday – Friday | 8am – 5pm

STEP 2

Acquire Letters of Certification (LOC) per City Department and public entity
 a. [Planning Division](#) (Planning | Engineering | Public Works | Fire Marshal | Parks)
 b. [TXDOT](#) | [Green Valley Electric Cooperative](#) | [Guadalupe Valley Special Utility District](#) | [CenterPoint Energy](#) | [Cibolo Creek Municipal Authority](#) | [AT&T](#) | [Spectrum](#) | [Guadalupe County](#) (septic and/or ETJ) | [Schertz/Seguin Local Government Corporation](#) | [City Public Service](#) | [GVTC Communications](#)

STEP 3

Complete Application in its entirety, to include:

- a. [Universal Application](#)
- b. Plat Review Checklist for type of request
 - i. Amending Site Plan | Land Study | Master Plan | Land Study | Master Plan Amendment
 Preliminary Plat / Preliminary/Final Plat | Final Plat | Amending Plat | Minor Plat | Vacating Plat
 Replat | Revised Final Plat (Redline)
- c. Cibolo [Fee Schedule](#) (Ordinance 1232)
- d. LOC per City Department and public entity
- e. Project Letter (one page or less, explain the proposed project)
 - i. Land Study/Master Plan:
 1. Zoning | acreage | land uses and lot types | number of lots | detail of the location (Example: approximately 200' North of Main Street or distance from an intersection) | specify special consideration (requested waivers or variance) | specify phasing | phasing of public infrastructure (if any) | park land and/or open space integration | and, signed by owner or owners authorized agent.
 - ii. Preliminary Plat | Final Plat | Replat
 1. Zoning | acreage | number of lots by land use | detail of the location (Example: approximately 200' North of Main Street or distance from an intersection) | specify how the plat conforms to the approved Master Plan | special consideration (requested waivers or variance) | specify phase | describe public improvements and timing of | specify details regarding park land and/or open space | specify other improvements, onsite or offsite | and, signed by owner or owners authorized agent.
 - iii. All remaining plat types
 1. Zoning | acreage | number of lots by land use | detail of the location (Example: approximately 200' North of Main Street or distance from an intersection) | specify special consideration

(requested waivers or variance) | purpose of plat | and, signed by owner or owners authorized agent.

STEP 4

- Submit Complete Package ([Submittal Timeline](#))
- a. Accepted – Staff will conduct Step 5: Technical Completeness Review
 - b. Denied - Incomplete as noted (Resubmit per [timeline](#))

STEP 5

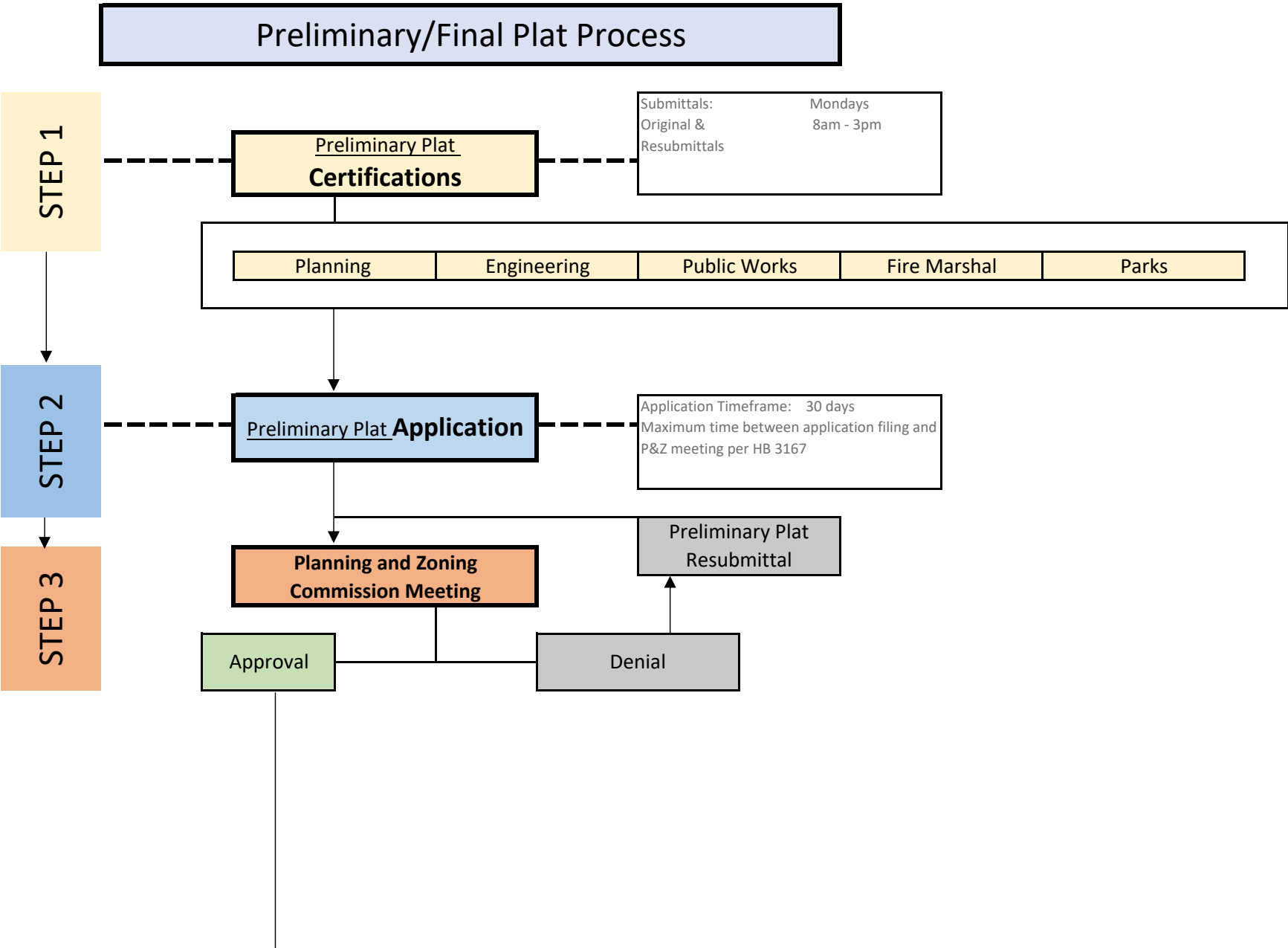
- Technical Completeness Review
- a. Accepted
 - b. Denied - Incomplete as noted (Resubmit per [timeline](#))

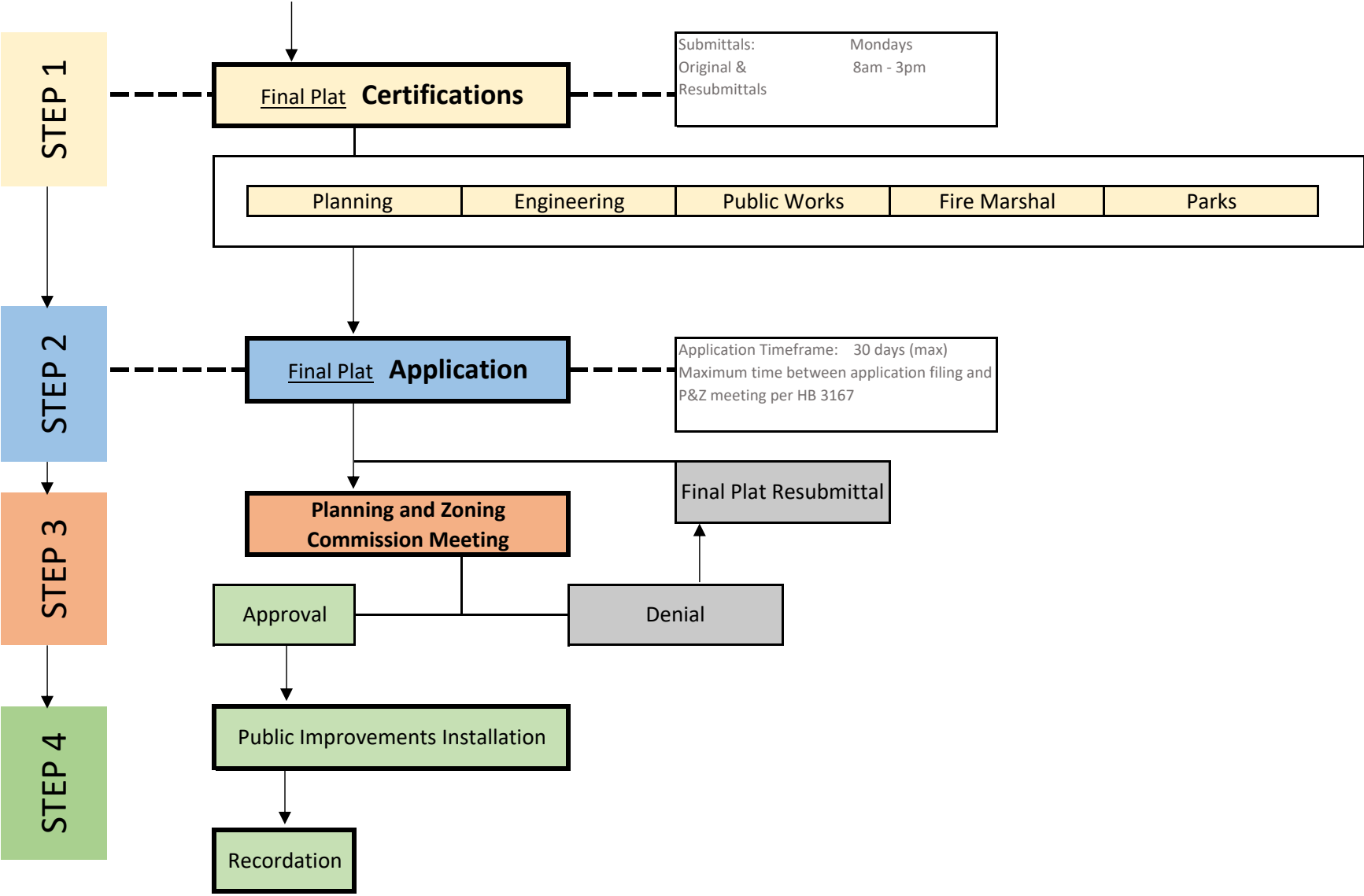
STEP 6

Redistribute to Reviewers (verify LOC approvals)

STEP 7

- Approval/Denial of Application
- a. Planning And Zoning Agenda placement
 - i. Approved
 - ii. Approved with conditions
 - iii. Denied (Resubmit per [timeline](#))
 - b. Administrative Review
 - i. Approved
 - ii. Approved with conditions
 - iii. Denied (Resubmit per [timeline](#))





City of Cibolo LOC Submittal Checklist

Planning Case Number: _____ Plat Name: _____

1) All persons desiring to subdivide land within the areas of jurisdiction of the City of Cibolo and obtain Letters of Certification (LOC) shall first prepare and submit the following information to constitute a complete submittal:

| Preliminary Plat Review | | Form and Contents per UDC Article 20 (Section 20.3.3) - Preliminary Plats |
|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | Five (5) hard copies and one (1) PDF copy of the Preliminary Plat encompassing all land owned by the subdivider. The overall concept shall be in compliance with all applicable provisions of UDC Article 20.3.3. |
| <input type="checkbox"/> | <input type="checkbox"/> | Three (3) hard copies and one (1) .pdf copy of the proposed plans or reports for the furnishing of water, the installation of sanitary sewer facilities, and provisions for storm sewers, and general drainage facilities. Topographic contours with intervals of not more than two (2) feet shall be shown. |
| <input type="checkbox"/> | <input type="checkbox"/> | Three (3) hard copies and one (1) .pdf copy of the proposed Traffic Impact Analysis report, per the TIA requirements stipulated in Article 18 of this UDC. |
| <input type="checkbox"/> | <input type="checkbox"/> | Statement of the intent of the developer to provide parkland dedication in accordance with the requirements of this UDC or to pay fees in lieu of parkland dedication. If parkland will be provided, the plat shall include a General Note that states the amount of parkland required by the UDC and the amount of parkland proposed to be dedicated by the plat. Parkland dedicated for the exclusive use of the neighborhood being platted shall not qualify as fulfilling the parkland dedication requirement. |
| <input type="checkbox"/> | <input type="checkbox"/> | Three (3) hard copies and one (1) .pdf of a proposed Stormwater Management Report/Plan, per the requirements of Cibolo Design and Construction Manual. |
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) hard copy and one (1) .pdf of a tree survey showing all trees on the site, per the requirements of this UDC. |
| <input type="checkbox"/> | <input type="checkbox"/> | A completed application form. |
| <input type="checkbox"/> | <input type="checkbox"/> | A certificate or letter from a title guaranty company or from an attorney duly licensed to practice law in the State of Texas certifying the following concerning title to the land: <i>A statement of records examined and date of examination; description of the property in question by metes and bounds; name of the fee owner as of the date of examination and the date, file number, and volume and page of the recording of the deed involved; the name of any lien holder together with the date of filing and volume and page of such lien; and a general description of any easements or fee strips granted, along with the file number, date of filing, and volume and page of recording;</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | A non-refundable check payable to the City in the amount as specified within the fee schedule of the City, as amended. |
| <input type="checkbox"/> | <input type="checkbox"/> | In cases where public streets, alleys, or easement are proposed to be platted across private easement or fee strips, a copy of the instrument establishing such private easement or fee strip shall be submitted. Where a private easement has no defined location, agreement on a defined easement must be reached before submission of final plat. |
| <input type="checkbox"/> | <input type="checkbox"/> | At the time that the plat is filed with the City, the applicant shall file a certificate showing that all taxes have been paid on the subject property and that no delinquent taxes exist against the property. The applicant shall also file proof of ownership documentation. |
| <input type="checkbox"/> | <input type="checkbox"/> | Project applicable LOC approvals per Utilities and outside review entities (i.e. TxDOT, Guadalupe County) |
| <input type="checkbox"/> | <input type="checkbox"/> | Applications shall comply with all applicable Administrative Rules with respect to submittal deadlines and schedules, policies and guidelines, fees and forms, applications, checklists, interpretations, processes, and all other information deemed necessary to enforce, interpret or explain the ordinances and provisions of the City and protect the health, safety and welfare of the community. |
| <input type="checkbox"/> | <input type="checkbox"/> | Engineering/Construction Plans may be submitted concurrently with the Preliminary Plat. City Engineer approval of Engineering/Construction Plans is not required as a prerequisite to the approval of a Preliminary Plat. Engineering/Construction Plans shall be comply with all requirements specified in this UDC and DCM. |

| Final Plat Review | | Form and Contents per UDC Article 20 (Sections 20.3.5 and 20.3.3) - Final Plat |
|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | Five (5) hard copies and one (1) PDF copy of the Final Plat encompassing all land owned by the subdivider. The overall concept shall be in compliance with all applicable provisions of UDC Article 20.3.5. |
| <input type="checkbox"/> | <input type="checkbox"/> | Three (3) hard copies and one (1) .pdf copy of the Final Utility and the Final Storm Water Management Report. |
| <input type="checkbox"/> | <input type="checkbox"/> | Three (3) hard copies and one (1) .pdf copy of the Final Traffic Impact Analysis report. |
| <input type="checkbox"/> | <input type="checkbox"/> | Statement of the intent of the developer to provide parkland dedication in accordance with the requirements of this UDC or to pay fees in lieu of parkland dedication. If parkland will be provided, the plat shall include a General Note that states the amount of parkland required by the UDC and the amount of parkland proposed to be dedicated by the plat. Parkland dedicated for the exclusive use of the neighborhood being platted shall not qualify as fulfilling the parkland dedication requirement. |
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) hard copy and one (1) .pdf of a Final Tree Survey showing all protected trees and heritage trees and the methods proposed by the developer to tag and preserve these trees, per the requirements of this UDC. Heritage trees to be preserved will be designated as such and depicted as a "Heritage Tree" on the Construction Plans. A grading plan shall accompany the tree survey with all trees located. Protected trees stipulated in this UDC must be noted as a tree to be preserved and shall be physically tagged and protected from site construction. |
| <input type="checkbox"/> | <input type="checkbox"/> | A completed application form. |
| <input type="checkbox"/> | <input type="checkbox"/> | A non-refundable check payable to the City in the amount as specified within the fee schedule of the City, as amended. |
| <input type="checkbox"/> | <input type="checkbox"/> | In cases where public streets, alleys, or easement are proposed to be platted across private easement or fee strips, a copy of the instrument establishing such private easement or fee strip shall be submitted. Where a private easement has no defined location, agreement on a defined easement must be reached before submission of final plat. |
| <input type="checkbox"/> | <input type="checkbox"/> | At the time that the plat is filed with the City, the applicant shall file a certificate showing that all taxes have been paid on the subject property and that no delinquent taxes exist against the property. The applicant shall also file proof of ownership documentation. |
| <input type="checkbox"/> | <input type="checkbox"/> | Project applicable LOC approvals per Utilities and outside review entities (i.e. TxDOT, Guadalupe County) |
| <input type="checkbox"/> | <input type="checkbox"/> | Applications shall comply with all applicable Administrative Rules with respect to submittal deadlines and schedules, policies and guidelines, fees and forms, applications, checklists, interpretations, processes, and all other information deemed necessary to enforce, interpret or explain the ordinances and provisions of the City and protect the health, safety and welfare of the community. |
| <input type="checkbox"/> | <input type="checkbox"/> | A Final Plat may not be submitted to the City until Engineering/Construction Plans are approved by City Engineer, in accordance with UDC Article 20, Section 20.5. Engineering/Construction Plans shall be comply with all requirements specified in this UDC and DCM. |
| <input type="checkbox"/> | <input type="checkbox"/> | The Final Plat or Preliminary/Final Plat shall have all required certifications and dedications specified by this UDC, include all required General Notes stipulated in the Preliminary Plat requirements of this Article and contain all standardized plat language described in Article 20.6 of this UDC. |
| <input type="checkbox"/> | <input type="checkbox"/> | All residential plats shall contain a general note stating that a Geotechnical Report demonstrating compliance with all <u>Recommended Practice for the Design of Residential Foundations, Version 1</u> standards of the Texas Section of the American Society of Civil Engineers, the Geotechnical standards of the City of Cibolo UDC and the City of Cibolo Building Code, each of which as may be amended, prior to the issuance of a building permit. |

| Replat Review | | Form and Contents per UDC Article 20 (Sections 20.3.14 and 20.3.5) - Replatting |
|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | The title shall identify the document as a "Final Plat" of the " _____ Addition, Block _____, Lot(s) _____, being a Re-plat of Block _____, Lot(s) _____ of the _____ Addition, an addition to the City of Cibolo, Texas, as recorded in Volume _____, Page _____ of the Plat Records of _____ County, Texas". |
| <input type="checkbox"/> | <input type="checkbox"/> | The re-plat shall also bear a detailed "Purpose for Re-plat" statement which describes exactly what has been changed on the plat since the original (or previous) plat was approved by the City and filed at the County. |

| Replat Review | | Form and Contents per UDC Article 20 (Sections 20.3.14 and 20.3.5) - Replatting (continued...) |
|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | Any re-plat that adds or deletes lots must include the original subdivision and lot boundaries. If a re-plat is submitted for only a portion of a previously platted subdivision, the re-plat must reference the previous subdivision name and recording information, and must state on the re-plat the specific lots which have changed along with a detailed "Purpose for Re-plat" statement. |
| <input type="checkbox"/> | <input type="checkbox"/> | Five (5) hard copies and one (1) PDF copy of the Replat encompassing all land owned by the subdivider. The overall concept shall be in compliance with all applicable provisions of UDC Article 20.3.5. |
| <input type="checkbox"/> | <input type="checkbox"/> | Three (3) hard copies and one (1) .pdf copy of the Final Utility and the Final Storm Water Management Report. |
| <input type="checkbox"/> | <input type="checkbox"/> | Three (3) hard copies and one (1) .pdf copy of the Final Traffic Impact Analysis report. |
| <input type="checkbox"/> | <input type="checkbox"/> | Statement of the intent of the developer to provide parkland dedication in accordance with the requirements of this UDC or to pay fees in lieu of parkland dedication. If parkland will be provided, the plat shall include a General Note that states the amount of parkland required by the UDC and the amount of parkland proposed to be dedicated by the plat. Parkland dedicated for the exclusive use of the neighborhood being platted shall not qualify as fulfilling the parkland dedication requirement. |
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) hard copy and one (1) .pdf of a Final Tree Survey showing all protected trees and heritage trees and the |
| <input type="checkbox"/> | <input type="checkbox"/> | A completed application form. |
| <input type="checkbox"/> | <input type="checkbox"/> | A non-refundable check payable to the City in the amount as specified within the fee schedule of the City, as amended. |
| <input type="checkbox"/> | <input type="checkbox"/> | In cases where public streets, alleys, or easement are proposed to be platted across private easement or fee strips, a copy of the instrument establishing such private easement or fee strip shall be submitted. Where a private easement has no defined location, agreement on a defined easement must be reached before submission of final plat. |
| <input type="checkbox"/> | <input type="checkbox"/> | At the time that the plat is filed with the City, the applicant shall file a certificate showing that all taxes have been paid on the subject property and that no delinquent taxes exist against the property. The applicant shall also file proof of ownership documentation. |
| <input type="checkbox"/> | <input type="checkbox"/> | Project applicable LOC approvals per Utilities and outside review entities (i.e. TxDOT, Guadalupe County) |
| <input type="checkbox"/> | <input type="checkbox"/> | Applications shall comply with all applicable Administrative Rules with respect to submittal deadlines and schedules, policies and guidelines, fees and forms, applications, checklists, interpretations, processes, and all other information deemed necessary to enforce, interpret or explain the ordinances and provisions of the City and protect the health, safety and welfare of the community. |
| <input type="checkbox"/> | <input type="checkbox"/> | The Final Plat or Preliminary/Final Plat shall have all required certifications and dedications specified by this UDC, include all required General Notes stipulated in the Preliminary Plat requirements of this Article and contain all standardized plat language described in Article 20.6 of this UDC. |
| <input type="checkbox"/> | <input type="checkbox"/> | All residential plats shall contain a general note stating that a Geotechnical Report demonstrating compliance with all <u>Recommended Practice for the Design of Residential Foundations, Version 1</u> standards of the Texas Section of the American Society of Civil Engineers, the Geotechnical standards of the City of Cibolo UDC and the City of Cibolo Building Code, each of which as may be amended, prior to the issuance of a building permit. |

| Amending Plat Review | | Form and Contents per UDC Article 20 (Sections 20.3.15 and 20.3.5) - Amending Plat |
|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | The amended plat shall be entitled and clearly state that it is an "amended plat", and it shall include a detailed "Purpose for Amended Plat" statement which describes exactly what has been changed on the plat since the original (or previous) plat was approved by the City and filed at the County. It shall also state the specific lots affected or changed as a result of the amended plat, and shall include the original subdivision plat boundary. All references to "final plat" or "re-plat" shall be removed. |
| <input type="checkbox"/> | <input type="checkbox"/> | Five (5) hard copies and one (1) PDF copy of the Amending Plat encompassing all land owned by the subdivider. The overall concept shall be in compliance with all applicable provisions of UDC Article 20.3.5. |
| <input type="checkbox"/> | <input type="checkbox"/> | Three (3) hard copies and one (1) .pdf copy of the Final Utility and the Final Storm Water Management Report. |

| Amending Plat Review | | Form and Contents per UDC Article 20 (Sections 20.3.15 and 20.3.5) - Amending Plat (continued...) |
|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | Three (3) hard copies and one (1) .pdf copy of the Final Traffic Impact Analysis report. |
| <input type="checkbox"/> | <input type="checkbox"/> | Statement of the intent of the developer to provide parkland dedication in accordance with the requirements of this UDC or to pay fees in lieu of parkland dedication. If parkland will be provided, the plat shall include a General Note that states the amount of parkland required by the UDC and the amount of parkland proposed to be dedicated by the plat. Parkland dedicated for the exclusive use of the neighborhood being platted shall not qualify as fulfilling the parkland dedication requirement. |
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) hard copy and one (1) .pdf of a Final Tree Survey showing all protected trees and heritage trees and the methods proposed by the developer to tag and preserve these trees, per the requirements of this UDC. Heritage trees to be preserved will be designated as such and depicted as a "Heritage Tree" on the Construction Plans. A grading plan shall accompany the tree survey with all trees located. Protected trees stipulated in this UDC must be noted as a tree to be preserved and shall be physically tagged and protected from site construction. |
| <input type="checkbox"/> | <input type="checkbox"/> | A completed application form. |
| <input type="checkbox"/> | <input type="checkbox"/> | A non-refundable check payable to the City in the amount as specified within the fee schedule of the City, as amended. |
| <input type="checkbox"/> | <input type="checkbox"/> | In cases where public streets, alleys, or easement are proposed to be platted across private easement or fee strips, a copy of the instrument establishing such private easement or fee strip shall be submitted. Where a private easement has no defined location, agreement on a defined easement must be reached before submission of final plat. |
| <input type="checkbox"/> | <input type="checkbox"/> | At the time that the plat is filed with the City, the applicant shall file a certificate showing that all taxes have been paid on the subject property and that no delinquent taxes exist against the property. The applicant shall also file proof of ownership documentation. |
| <input type="checkbox"/> | <input type="checkbox"/> | Project applicable LOC approvals per Utilities and outside review entities (i.e. TxDOT, Guadalupe County) |
| <input type="checkbox"/> | <input type="checkbox"/> | Applications shall comply with all applicable Administrative Rules with respect to submittal deadlines and schedules, policies and guidelines, fees and forms, applications, checklists, interpretations, processes, and all other information deemed necessary to enforce, interpret or explain the ordinances and provisions of the City and protect the health, safety and welfare of the community. |
| <input type="checkbox"/> | <input type="checkbox"/> | The Final Plat or Preliminary/Final Plat shall have all required certifications and dedications specified by this UDC, include all required General Notes stipulated in the Preliminary Plat requirements of this Article and contain all standardized plat language described in Article 20.6 of this UDC. |
| <input type="checkbox"/> | <input type="checkbox"/> | All residential plats shall contain a general note stating that a Geotechnical Report demonstrating compliance with all <u>Recommended Practice for the Design of Residential Foundations, Version 1</u> standards of the Texas Section of the American Society of Civil Engineers, the Geotechnical standards of the City of Cibolo UDC and the City of Cibolo Building Code, each of which as may be amended, prior to the issuance of a building permit. |

| Minor Plat Review | | Form and Contents per UDC Article 20 (Sections 20.3.16 and 20.3.5) - Minor Plat |
|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | Meets definition of a Minor Plat: A subdivision resulting in four (4) or fewer lots that will not create a new street or necessitate the extension of any |
| <input type="checkbox"/> | <input type="checkbox"/> | The minor plat shall be titled and clearly state that it is a "Minor Plat." |
| <input type="checkbox"/> | <input type="checkbox"/> | Five (5) hard copies and one (1) PDF copy of the Minor Plat encompassing all land owned by the subdivider. The overall concept shall be in compliance with all applicable provisions of UDC Article 20.3.5. |
| <input type="checkbox"/> | <input type="checkbox"/> | Three (3) hard copies and one (1) .pdf copy of the Final Utility and the Final Storm Water Management Report. |
| <input type="checkbox"/> | <input type="checkbox"/> | Three (3) hard copies and one (1) .pdf copy of the Final Traffic Impact Analysis report. |

| Minor Plat Review | | Form and Contents per UDC Article 20 (Sections 20.3.16 and 20.3.5) - Minor Plat (continued...) |
|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | Statement of the intent of the developer to provide parkland dedication in accordance with the requirements of this UDC or to pay fees in lieu of parkland dedication. If parkland will be provided, the plat shall include a General Note that states the amount of parkland required by the UDC and the amount of parkland proposed to be dedicated by the plat. Parkland dedicated for the exclusive use of the neighborhood being platted shall not qualify as fulfilling the parkland dedication requirement. |
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) hard copy and one (1) .pdf of a Final Tree Survey showing all protected trees and heritage trees and the methods proposed by the developer to tag and preserve these trees, per the requirements of this UDC. Heritage |
| <input type="checkbox"/> | <input type="checkbox"/> | A completed application form. |
| <input type="checkbox"/> | <input type="checkbox"/> | A non-refundable check payable to the City in the amount as specified within the fee schedule of the City, as amended. |
| <input type="checkbox"/> | <input type="checkbox"/> | In cases where public streets, alleys, or easement are proposed to be platted across private easement or fee strips, a copy of the instrument establishing such private easement or fee strip shall be submitted. Where a private easement has no defined location, agreement on a defined easement must be reached before submission of final plat. |
| <input type="checkbox"/> | <input type="checkbox"/> | At the time that the plat is filed with the City, the applicant shall file a certificate showing that all taxes have been paid on the subject property and that no delinquent taxes exist against the property. The applicant shall also file proof of ownership documentation. |
| <input type="checkbox"/> | <input type="checkbox"/> | Project applicable LOC approvals per Utilities and outside review entities (i.e. TxDOT, Guadalupe County) |
| <input type="checkbox"/> | <input type="checkbox"/> | Applications shall comply with all applicable Administrative Rules with respect to submittal deadlines and schedules, policies and guidelines, fees and forms, applications, checklists, interpretations, processes, and all other information deemed necessary to enforce, interpret or explain the ordinances and provisions of the City and protect the health, safety and welfare of the community. |
| <input type="checkbox"/> | <input type="checkbox"/> | A Final Plat may not be submitted to the City until Engineering/Construction Plans are approved by City Engineer, in accordance with UDC Article 20, Section 20.5. Engineering/Construction Plans shall be comply with all requirements specified in this UDC and DCM. |
| <input type="checkbox"/> | <input type="checkbox"/> | The Final Plat or Preliminary/Final Plat shall have all required certifications and dedications specified by this UDC, include all required General Notes stipulated in the Preliminary Plat requirements of this Article and contain all standardized plat language described in Article 20.6 of this UDC. |
| <input type="checkbox"/> | <input type="checkbox"/> | All residential plats shall contain a general note stating that a Geotechnical Report demonstrating compliance with all <u>Recommended Practice for the Design of Residential Foundations, Version 1</u> standards of the Texas Section of the American Society of Civil Engineers, the Geotechnical standards of the City of Cibolo UDC and the City of Cibolo Building Code, each of which as may be amended, prior to the issuance of a building permit. |

| Development Plat Review | | Form and Contents per UDC Article 20 (Sections 20.3.17 and 20.3.5) - Development Plat (ETJ) |
|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | The proposed development conforms to the Comprehensive Master Plan's rules and ordinances of the City concerning its current and future streets, sidewalks, alleys, and public utilities facilities. |
| <input type="checkbox"/> | <input type="checkbox"/> | Public dedications of easements and rights of way to serve the development have been tendered. |
| <input type="checkbox"/> | <input type="checkbox"/> | The proposed development conforms to the general plan, rules and ordinance of the City that are related to development of a land parcel not otherwise subject to the City's platting requirements. |
| <input type="checkbox"/> | <input type="checkbox"/> | Five (5) hard copies and one (1) PDF copy of the Development Plat encompassing all land owned by the subdivider. The overall concept shall be in compliance with all applicable provisions of UDC Article 20.3.5. |
| <input type="checkbox"/> | <input type="checkbox"/> | Three (3) hard copies and one (1) .pdf copy of the Final Utility and the Final Storm Water Management Report. |
| <input type="checkbox"/> | <input type="checkbox"/> | Three (3) hard copies and one (1) .pdf copy of the Final Traffic Impact Analysis report. |

| Development Plat Review | | Form and Contents per UDC Article 20 (Sections 20.3.17 and 20.3.5) - Development Plat (continued...) |
|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | Statement of the intent of the developer to provide parkland dedication in accordance with the requirements of this UDC or to pay fees in lieu of parkland dedication. If parkland will be provided, the plat shall include a General Note that states the amount of parkland required by the UDC and the amount of parkland proposed to be dedicated by the plat. Parkland dedicated for the exclusive use of the neighborhood being platted shall not qualify as fulfilling the parkland dedication requirement. |
| <input type="checkbox"/> | <input type="checkbox"/> | A completed application form. |
| <input type="checkbox"/> | <input type="checkbox"/> | A non-refundable check payable to the City in the amount as specified within the fee schedule of the City, as amended. |
| <input type="checkbox"/> | <input type="checkbox"/> | In cases where public streets, alleys, or easement are proposed to be platted across private easement or fee strips, a copy of the instrument establishing such private easement or fee strip shall be submitted. Where a private easement has no defined location, agreement on a defined easement must be reached before submission of final plat. |
| <input type="checkbox"/> | <input type="checkbox"/> | At the time that the plat is filed with the City, the applicant shall file a certificate showing that all taxes have been paid on the subject property and that no delinquent taxes exist against the property. The applicant shall also file proof of ownership documentation. |
| <input type="checkbox"/> | <input type="checkbox"/> | Project applicable LOC approvals per Utilities and outside review entities (i.e. TxDOT, Guadalupe County) |
| <input type="checkbox"/> | <input type="checkbox"/> | Applications shall comply with all applicable Administrative Rules with respect to submittal deadlines and schedules, policies and guidelines, fees and forms, applications, checklists, interpretations, processes, and all other information deemed necessary to enforce, interpret or explain the ordinances and provisions of the City and protect the health, safety and welfare of the community. |
| <input type="checkbox"/> | <input type="checkbox"/> | A Final Plat may not be submitted to the City until Engineering/Construction Plans are approved by City Engineer, in accordance with UDC Article 20, Section 20.5. Engineering/Construction Plans shall be comply with all requirements specified in this UDC and DCM. |
| <input type="checkbox"/> | <input type="checkbox"/> | The Final Plat or Preliminary/Final Plat shall have all required certifications and dedications specified by this UDC, include all required General Notes stipulated in the Preliminary Plat requirements of this Article and contain all standardized plat language described in Article 20.6 of this UDC. |
| <input type="checkbox"/> | <input type="checkbox"/> | All residential plats shall contain a general note stating that a Geotechnical Report demonstrating compliance with all <u>Recommended Practice for the Design of Residential Foundations, Version 1</u> standards of the Texas Section of the American Society of Civil Engineers, the Geotechnical standards of the City of Cibolo UDC and the City of Cibolo Building Code, each of which as may be amended, prior to the issuance of a building permit. |

| Land Study Review | | Form and Contents per UDC Article 20 (Sections 20.3.2) - Land Study/Master Plan/Mixed Use Concept Plan |
|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | Five (5) hard copies and one (1) PDF copy of the Land Study encompassing all land owned by the subdivider. The overall concept shall be in compliance with all applicable provisions of UDC Article 20.3.2. |
| <input type="checkbox"/> | <input type="checkbox"/> | Three (3) hard copies and one (1) .pdf copy of the preliminary utility plans. Topographic contours with intervals of not more than five (5) feet shall be shown on the Land Study. |
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) hard copy and one (1) .pdf of a tree survey showing all trees on the site, per the requirements of this UDC. |
| <input type="checkbox"/> | <input type="checkbox"/> | A completed application form. |
| <input type="checkbox"/> | <input type="checkbox"/> | A certificate or letter from a title guaranty company or from an attorney duly licensed to practice law in the State of Texas certifying the following concerning title to the land: <i>A statement of records examined and date of examination; description of the property in question by metes and bounds; name of the fee owner as of the date of examination and the date, file number, and volume and page of the recording of the deed involved; the name of any lien holder together with the date of filing and volume and page of such lien; and a general description of any easements or fee strips granted, along with the file number, date of filing, and volume and page of recording;</i> |

| Land Study Review | | Form and Contents per UDC Article 20 (Sections 20.3.2) - Land Study/Master Plan/Mixed Use Concept Plan (cont...) |
|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | A non-refundable check payable to the City in the amount as specified within the fee schedule of the City, as amended. |
| <input type="checkbox"/> | <input type="checkbox"/> | In cases where public streets, alleys, or easement are proposed to be platted across private easement or fee strips, a copy of the instrument establishing such private easement or fee strip shall be submitted. Where a private easement has no defined location, agreement on a defined easement must be reached before submission of final plat. |
| <input type="checkbox"/> | <input type="checkbox"/> | At the time that the Land Study is filed with the City, the applicant shall file a certificate showing that all taxes have been paid on the subject property and that no delinquent taxes exist against the property. The applicant shall also file proof of ownership documentation. |
| <input type="checkbox"/> | <input type="checkbox"/> | Project applicable LOC approvals per Utilities and outside review entities (i.e. TxDOT, Guadalupe County) |
| <input type="checkbox"/> | <input type="checkbox"/> | Applications shall comply with all applicable Administrative Rules with respect to submittal deadlines and schedules, policies and guidelines, fees and forms, applications, checklists, interpretations, processes, and all other information deemed necessary to enforce, interpret or explain the ordinances and provisions of the City and protect the health, safety and welfare of the community. |



City of Cibolo
 Planning and Engineering Department
 200 S. Main Street, Cibolo, TX 78108
 P: 210.658.9900, F: 210.658.8065
 E: planning@cibolotx.gov

Application for Letter of Certification

A Letter of Certification is used to facilitate the City's plat application, site plan review, or other construction document review processes. Department reviewers may include: Planning, Engineering, Public Works, Parks and Fire Marshal. Other reviewers may include: Texas Department of Transportation, Guadalupe County, or a third party consultant.

APPLICANT INFORMATION

| | |
|------------|-------------------|
| Applicant: | Point of Contact: |
|------------|-------------------|

| | |
|--------|--------|
| Email: | Phone: |
|--------|--------|

Project For Review: _____

- Minor Plat
 Preliminary Plat
 Final Plat
 Preliminary/Final Plat
 Replat
 Site Plan
 Other: _____

REVIEWER INFORMATION AND RECOMMENDATION

| | |
|-------------|-------------------|
| Department: | Person Reviewing: |
|-------------|-------------------|

| | |
|--------|--------|
| Email: | Phone: |
|--------|--------|

I recommend approval of the following Project: _____

I recommend approval with the following conditions:

| | |
|------------|-------|
| Signature: | Date: |
|------------|-------|

RETURN TO APPLICANT DATE

It is the applicant's responsibility to submit a completed Letter of Certification in person, by fax, or email to the Planning and Engineering Department (contact information provided above). The applicant should assign a return date with the following in mind:

A Letter of Certification for preliminary plats, final plats and replats, or any other type of plat where the Planning and Zoning Commission and/or the City Council is the approving authority, the Letter of Certification must be received in accordance with the Plat Review Checklist. A completed application may be submitted within the plat timeline. The plats review cycle is documented by the "Plats and Land Study Calendar," available online at: <https://www.cibolotx.gov/DocumentCenter/View/3506/Plat-Application-Calendar-2020-rev123019?bidId=>

A Letter of Certification of minor plats, site plans or any construction documents where the City Manager or his/her designee (City Engineer or City Planner) is the approving authority is not subject to any calendar cycle.

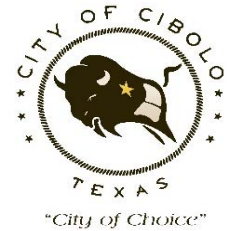
Return By (date):

Plat Submittal Calendar (2020)

| Submittal Date Due by 12:00PM (MONDAY) | Administrative Review - Completeness Check (THURSDAY) | Applicant to Receive: Agenda Confirmation (Incomplete application will be rejected) (FRIDAY) | Applicant to resubmit missing item(s) - (WEDNESDAY) | Applicant to Receive: Agenda Confirmation (Incomplete application will be rejected) (FRIDAY) | P&Z Meeting (WEDNESDAY) |
|-------------------------------------------------------|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|----------------------------------------|
| 12/16/19 | 12/19/19 | 12/20/19 | 12/26/19 * | 12/27/19 | 01/08/20 |
| 01/21/20 * | 01/23/20 | 01/24/20 | 1/29/20 | 1/31/20 | 02/12/20 |
| 02/18/20 * | 02/20/20 | 02/21/20 | 2/26/20 | 2/28/20 | 03/11/20 |
| 03/16/20 | 03/19/20 | 03/20/20 | 3/25/20 | 3/27/20 | 04/08/20 |
| 04/20/20 | 04/23/20 | 04/24/20 | 4/29/20 | 5/1/20 | 05/13/20 |
| 05/18/20 | 05/21/20 | 05/22/20 | 5/27/20 | 5/29/20 | 06/10/20 |
| 06/15/20 | 06/18/20 | 06/19/20 | 6/24/20 | 6/26/20 | 07/08/20 |
| 07/20/20 | 07/23/20 | 07/24/20 | 7/29/20 | 7/31/20 | 08/12/20 |
| 08/17/20 | 08/20/20 | 08/21/20 | 8/26/20 | 8/28/20 | 09/09/20 |
| 09/21/20 | 09/24/20 | 09/25/20 | 9/30/20 | 10/2/20 | 10/14/20 |
| 10/19/20 | 10/22/20 | 10/23/20 | 10/28/20 | 10/30/20 | 11/11/20 (TBD) |
| 11/16/20 | 11/19/20 | 11/20/20 | 11/25/20 | 11/30/20 * | 12/09/20 |
| 12/21/20 | 12/23/20 * | 12/28/20 * | 12/30/20 | 1/4/21 * | 01/13/21 |

- 1 **The above plat submittal calendar does not apply to Letters of Certification process (LOC).** Submittal/Resubmittals for LOC review are Mondays 8am-12pm.
- 2 All dates subject to change. Dates conflicting with holidays have been altered accordingly (*) unless noted (TBD).
- 3 **All plats shall be submitted by 12 PM (noon) on the submittal due date unless prior arrangements are approved by the Planning Department.**
- 4 **All applications must be complete at the start of the 30 day plat review process to be accepted. Incomplete submittals will not be processed.**
- 5 **All materials identified as Required Attachments on the application form must be included with the submittal, i.e. signed plat review checklist and Letters of Certification.**
- 6 If the application package is insufficient and requires additional documentation, applicants will receive a notice after the submittal deadline informing them that additional documentation is required.
- 7 Filing fees are non refundable (Refer to Ordinance #1232).
- 8 All plats will have final action at P&Z Commission per City Council direction (Ord. 1164) unless otherwise noted by UDC.

City of Cibolo
Technical Completeness Check



| | | | |
|-----------------------|--|--------------------------|--|
| Planning Case Number: | | Plat Name: | |
| Date Submitted: | | Date Applicant Notified: | |
| Contact Name: | | Contact Number: | |
| Contact Email: | | | |

| Columns for Applicant use | | | | Regulation | Code Section | Cibolo Office Use Only | |
|---------------------------|-----|-----------------|--------------------------|-----------------------------------------------------------------------------------------------------------|--------------|------------------------|----------|
| Items attached | N/A | Staff Inventory | Waiver Request Submitted | | | Items missing | Comments |
| | | | | Current Application form used with all blanks filled out correctly. | | | |
| | | | | Five (5) hard copies and digital (PDF) of plat. | | | |
| | | | | Fees paid per City of Cibolo Fee Schedule. | | | |
| | | | | Conforms to approved Land Study or Master Plan | | | |
| | | | | Proposed use conforms to the Zoning. If PUD, copy is provided or on file/referenced. Detail PUD provided. | | | |
| | | | | LOC from Engineering Department (approving TIA, Drainage Report, Construction Plans) | | | |
| | | | | LOC from Planning Department | | | |
| | | | | LOC from Public Works Department | | | |
| | | | | LOC from Fire Department | | | |
| | | | | LOC from Parks Department (if applicable) | | | |
| | | | | LOC from Utility Provider(s): GVSUD, GVEC, CCMA, AT&T, Spectrum | | | |
| | | | | LOC from Other Agencies: TXDOT, Guadalupe County, | | | |
| | | | | Tree survey: Tree preservation Plan and/or landscape buffers | | | |
| | | | | Variance(s), Development Agreement(s), Public Improvement Agreements | | | |
| | | | | Copies of all identified separate instruments have been provided. | | | |
| | | | | Street sections | | | |
| | | | | Thoroughfare compliance with FLUM/Master Throughfare Plan (alignment and ROW dedications) | | | |
| | | | | Waivers - written request with justification as outlined in the code and appropriate fee. | | | |

| Columns for Applicant use | | | | Regulation | Code Section | Cibolo Office Use Only | |
|---------------------------|-----|-----------------|--------------------------|-----------------------------------------------------------------------------------------------------------------|--------------|------------------------|----------|
| Items attached | N/A | Staff Inventory | Waiver Request Submitted | | | Items missing | Comments |
| | | | | Confirm Parkland proposal compliance. (Parks) Park Dedication credit calculations or Fee in lieu of. | | | |
| | | | | Private Street/gated entry regulations, if applicable. | | | |
| | | | | Cul-de-sac/dead-end/temporary turn around compliance. | | | |
| | | | | Adjacent street relationship with stub streets, street jogs, | | | |
| | | | | Two points of access requirements. | | | |
| | | | | Approved Construction Plans. | | | |
| | | | | Two(2) hard copies and one digital (PDF) of Utility Layout. | | | |
| | | | | Copy of approved Street names on plat | | | |
| | | | | Tax certificate showing no due taxes exist against the property. | | | |
| | | | | Two (2) hard copies and digital (PDF) of final Stormwater Management Plan | | | |
| | | | | Two (2) hard copies and digital (PDF) of final TIA Worksheet or Study | | | |
| | | | | One (1) hard copy and one digital (PDF) of final Geotech Report | | | |
| | | | | Hike and Bike Trail Plan compliance. | | | |
| | | | | Floodplain Regulation compliance (buffers, easements, no island subdivisions) | | | |
| | | | | Proper seals on appropriate plans. | | | |
| | | | | Proper signatures and authorization provided by property owner. Proof of ownership. Authorized agent signature. | | | |
| | | | | One (1) hard copy and on digital (PDF) of Project Letter | | | |

The application for the proposed subdivision is considered: _____ (complete/incomplete) based on the submittal of the above noted items required for compliance per the code section identified.

Reviewer Signature

Date