



# CIBOLO PLATTING PROCESS

## Contact Us:

(210) 658-9900  
201 W Loop 539  
[planning@cibolotx.gov](mailto:planning@cibolotx.gov)

[www.cibolotx.gov/planning](http://www.cibolotx.gov/planning)  
Revised: January 8, 2024

This platting guide is provided as a courtesy document outlining the platting process in the City of Cibolo. If there is a conflict between this guide and the UDC or City Staff, guidance from the UDC and City Staff will control.



# PLATTING PROCESS

STEP

1

Submit a complete package online at [www.mygovernmentonline.org](http://www.mygovernmentonline.org) on submittal day per [the schedule](#), to include:

- All required documents:
  - [click here](#) to access all City of Cibolo Plat applications and checklists
- Fees per [Fiscal Year 2024 fee schedule](#)

STEP

2

Staff Completeness Review

- **If the application is complete** – Staff will notify applicants if the submittal is accepted and deemed complete; the submittal will move to Step 3
- **If the application is incomplete** – Staff will notify applicants if the submittal is deemed incomplete and what the deficiencies are; a completed application package can be submitted on the next submittal day as identified in Step 1

STEP

3

Staff Technical Review Process

- Accepted submittals in Step 2 will be distributed for review by Planning, Engineering, Public Works, and Fire departments
- Comments will be distributed to the applicant within two weeks after submittal through MyGovernmentOnline; the applicant will be notified via email
  - Please note that the City of Cibolo uses a third-party engineering firm, so comments may come from KFW.
- Revisions may be uploaded to [www.mygovernmentonline.org](http://www.mygovernmentonline.org) or emailed to [planning@cibolotx.gov](mailto:planning@cibolotx.gov)

STEP

4

Approval/Denial of Plat Application\*

- Planning & Zoning Commission (Recommending Body)
  - The Planning & Zoning Commission will consider the plat and make a recommendation to the City Council within thirty (30) days of a complete submittal
    - **If all review comments have been resolved** - Staff will make a recommendation of approval to the Planning & Zoning Commission
    - **If there are unresolved review comments** - Staff will make a recommendation of denial to the Planning & Zoning Commission
  - The Planning & Zoning Commission can make a recommendation of approval, approval with conditions, and denial to the City Council
- City Council (Final Authority)
  - The City Council will consider the plat and take action within thirty (30) days of the Planning & Zoning recommendation.
    - **If all review comments have been resolved** - Staff will make a recommendation of approval to the City Council
    - **If there are unresolved review comments** - Staff will make a recommendation of denial to the City Council
  - The City Council can vote to approve, approve with conditions, or deny the plat (reverting back to Step 1)

\*Note: Amending plats, minor plats, and development plats may be reviewed and approved administratively by staff and do not require consideration by the Planning & Zoning Commission or City Council. However, per the UDC, City staff reserve the right to require any plat be presented to the Planning & Zoning Commission and City Council for consideration and approval.



# RECORDATION OF A MYLAR

## STEP 1

Prior to submitting a plat for recordation you must review it and note any changes, regardless of their magnitude, from the Final Plat approved by City Council. All changes must be documented in a formal letter requesting approval of an Amended Final Plat and must be highlighted on a copy of the original Final Plat approved by City Council. Minor changes may be approved administratively. Significant changes would require City Council review and approval.

## STEP 2

When submitting your recordation package to the City:

- Submit 2 Mylar and 2 paper copies total (Original signatures on each page)
- Submit current Tax Certificates showing no delinquency (Must be originals);
  - The acreage on Tax Certificates must meet or exceed the amount shown on Mylars
- Ensure the mylar shows the FULL LEGAL DESCRIPTION: abstract #, surveyor and acreage;
- Ensure the Plat has no blanks, includes a signature space for the County Clerk , and that the Abstract #'s match Tax Certificates
- Ensure all signatures are complete including Utilities, the Owner(s) as well as signed/sealed by the PE/RPLS
  - The City of Cibolo will fill the signatures for Mayor, City Secretary, City Engineer, Planning Director (if applicable), Planning & Zoning Chair, and Planning & Zoning Vice Chair\*
- Any parkland fees required must be paid via check to City of Cibolo (if applicable)
- Include two (2) checks:
  - \$150 to the City of Cibolo for the Processing Fee
  - \$120 for the 1st page and \$100 for every additional page, made out to "Guadalupe County Clerks", for the Recordation Fee with the County (If personal check please write driver's license # and date of birth on the check)

## STEP 3

After the plat is recorded with Guadalupe County, City staff will inform you when your copy is available for pick up

- The Planning Department is located at the City Hall Annex (201 W Loop 539, Cibolo, TX 78108)



# PLAT FLOW CHART

STEP  
**1**

**PLAT SUBMITTED**

Submittals are accepted once per month.  
[View calendar](#)

STEP  
**2**

**STAFF COMPLETENESS REVIEW**

**If complete:**  
Move to Step 3

**If incomplete:**  
Repeat Step 1 on new submittal date

STEP  
**3**

**STAFF TECHNICAL REVIEW**

- Accepted submittals will be distributed for review by Planning, Engineering, Public Works and Fire departments.
- Comments will be distributed to applicant two weeks after submittal through MyGovernmentOnline, applicant will be notified via email.
- Revisions may be uploaded to [www.mygovernmentonline.org](http://www.mygovernmentonline.org) or emailed to [planning@cibolotx.gov](mailto:planning@cibolotx.gov)

STEP  
**4**

**APPROVAL/DISAPPROVAL**

**P&Z Recommendation**  
Approval, Approval with Conditions, or Denial

**City Council Action**  
Approval, Approval with Conditions, or Denial

**Approval or Approval with Conditions**  
Proceed with next steps

**Denial**  
Repeat Step 1 on new submittal date