



City of Cibolo

Platting/Plan Review Process Guide

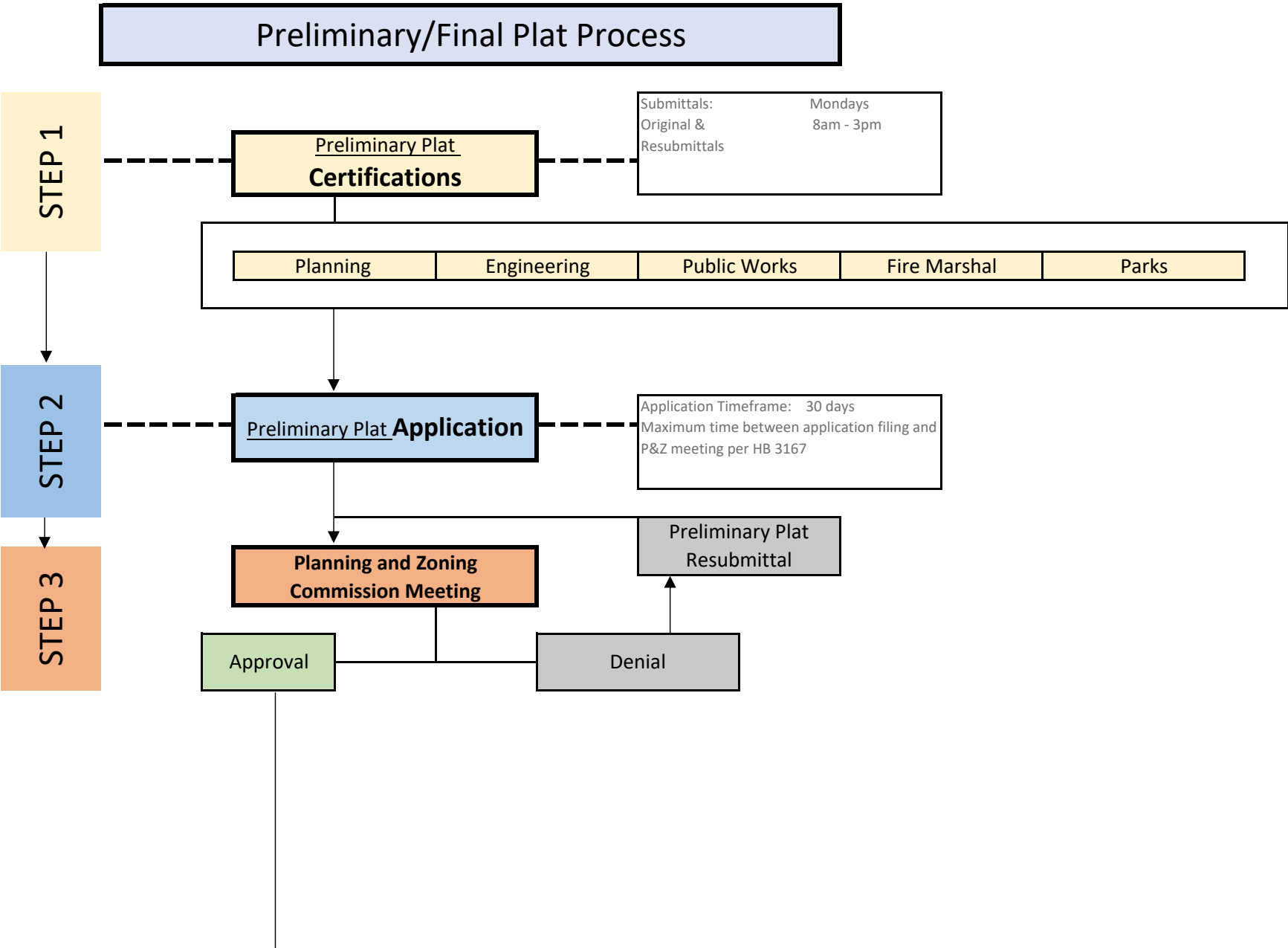
**The City has updated the platting process for efficiency and to comply with recent statewide changes related to HB 3167.*

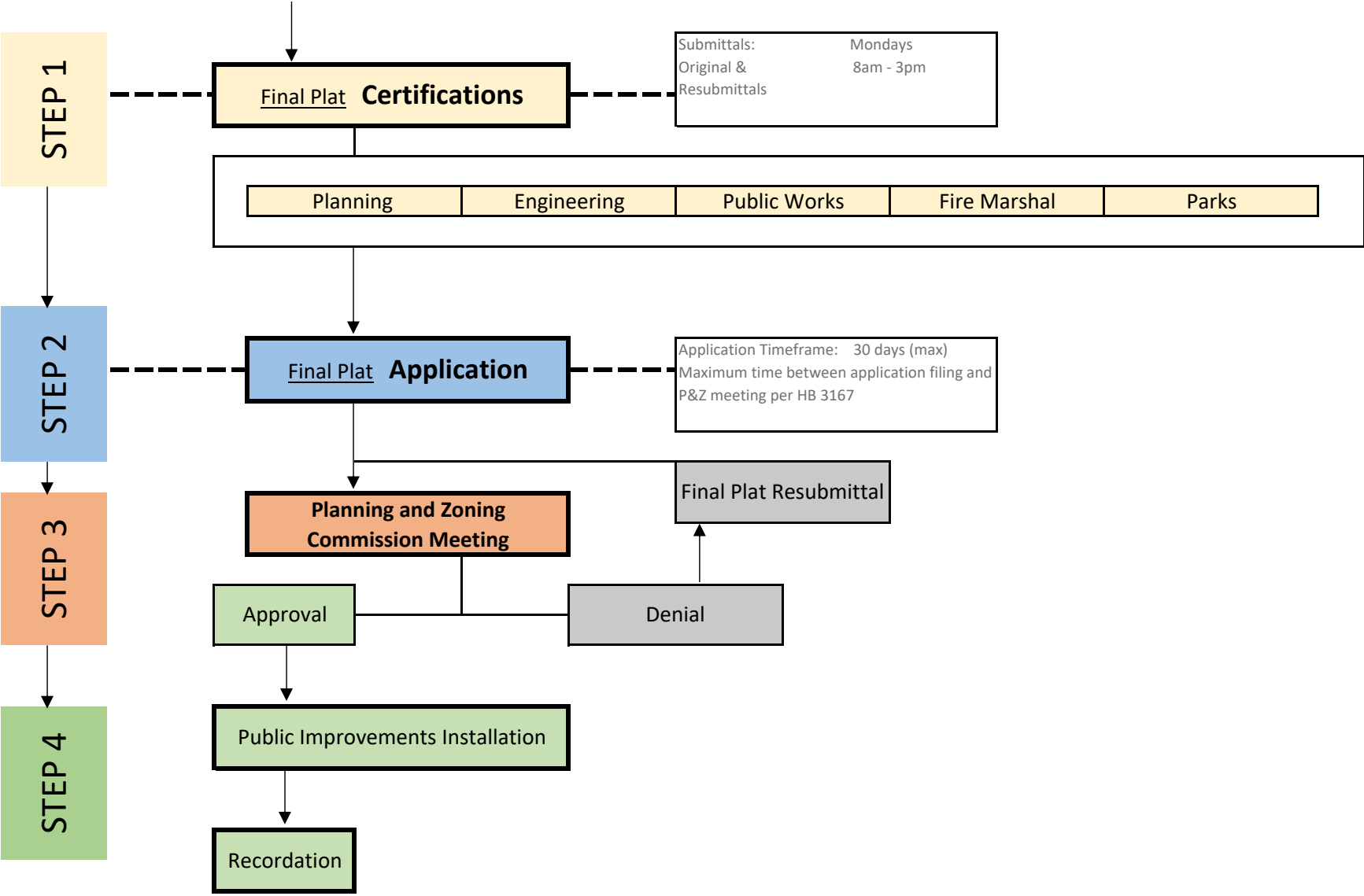
**A predevelopment meeting during the early design of the project is requested prior to submittal for any development application per the Unified Development Code.*

STEP 1	<p>Submit package for LOC review/re-review to the Planning and Engineering Department on Mondays by 3 PM:</p> <p>Cibolo City Hall (210) 658-9900 200 South Main Street planning@cibolotx.gov Cibolo, TX. 78108 Monday – Friday 8am – 5pm</p>
STEP 2	<p>Acquire Letters of Certification (LOC) per City Department and public entity</p> <ul style="list-style-type: none"> 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	<p>Complete Application in its entirety, to include:</p> <ul style="list-style-type: none"> a. Universal Application b. Plat Review Checklist for type of request <ul style="list-style-type: none"> 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) <ul style="list-style-type: none"> i. Land Study/Master Plan: <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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) <ul style="list-style-type: none">a. Accepted – Staff will conduct Step 5: Technical Completeness Reviewb. Denied - Incomplete as noted (Resubmit per timeline)
STEP 5	Technical Completeness Review <ul style="list-style-type: none">a. Acceptedb. Denied - Incomplete as noted (Resubmit per timeline)
STEP 6	Redistribute to Reviewers (verify LOC approvals)
STEP 7	Approval/Denial of Application <ul style="list-style-type: none">a. Planning And Zoning Agenda placement<ul style="list-style-type: none">i. Approvedii. Approved with conditionsiii. Denied (Resubmit per timeline)b. Administrative Review<ul style="list-style-type: none">i. Approvedii. Approved with conditionsiii. 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	No	N/A	
			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.
			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.
			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.
			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.
			Three (3) hard copies and one (1) .pdf of a proposed Stormwater Management Report/Plan, per the requirements of Cibolo Design and Construction Manual.
			One (1) hard copy and one (1) .pdf of a tree survey showing all trees on the site, per the requirements of this UDC.
			A completed application form.
			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>
			A non-refundable check payable to the City in the amount as specified within the fee schedule of the City, as amended.
			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.
			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.
			Project applicable LOC approvals per Utilities and outside review entities (i.e. TxDOT, Guadalupe County)
			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.
			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	No	N/A	
			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.
			Three (3) hard copies and one (1) .pdf copy of the Final Utility and the Final Storm Water Management Report.
			Three (3) hard copies and one (1) .pdf copy of the Final Traffic Impact Analysis report.
			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.
			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.
			A completed application form.
			A non-refundable check payable to the City in the amount as specified within the fee schedule of the City, as amended.
			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.
			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.
			Project applicable LOC approvals per Utilities and outside review entities (i.e. TxDOT, Guadalupe County)
			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.
			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.
			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.
			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	No	N/A	
			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".
			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	No	N/A	
			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.
			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.
			Three (3) hard copies and one (1) .pdf copy of the Final Utility and the Final Storm Water Management Report.
			Three (3) hard copies and one (1) .pdf copy of the Final Traffic Impact Analysis report.
			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.
			One (1) hard copy and one (1) .pdf of a Final Tree Survey showing all protected trees and heritage trees and the
			A completed application form.
			A non-refundable check payable to the City in the amount as specified within the fee schedule of the City, as amended.
			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.
			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.
			Project applicable LOC approvals per Utilities and outside review entities (i.e. TxDOT, Guadalupe County)
			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.
			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.
			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	No	N/A	
			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.
			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.
			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	No	N/A	
			Three (3) hard copies and one (1) .pdf copy of the Final Traffic Impact Analysis report.
			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.
			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.
			A completed application form.
			A non-refundable check payable to the City in the amount as specified within the fee schedule of the City, as amended.
			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.
			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.
			Project applicable LOC approvals per Utilities and outside review entities (i.e. TxDOT, Guadalupe County)
			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.
			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.
			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	No	N/A	
			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
			The minor plat shall be titled and clearly state that it is a "Minor Plat."
			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.
			Three (3) hard copies and one (1) .pdf copy of the Final Utility and the Final Storm Water Management Report.
			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	No	N/A	
			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.
			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
			A completed application form.
			A non-refundable check payable to the City in the amount as specified within the fee schedule of the City, as amended.
			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.
			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.
			Project applicable LOC approvals per Utilities and outside review entities (i.e. TxDOT, Guadalupe County)
			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.
			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.
			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.
			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	No	N/A	
			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.
			Public dedications of easements and rights of way to serve the development have been tendered.
			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.
			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.
			Three (3) hard copies and one (1) .pdf copy of the Final Utility and the Final Storm Water Management Report.
			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	No	N/A	
			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.
			A completed application form.
			A non-refundable check payable to the City in the amount as specified within the fee schedule of the City, as amended.
			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.
			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.
			Project applicable LOC approvals per Utilities and outside review entities (i.e. TxDOT, Guadalupe County)
			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.
			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.
			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.
			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	No	N/A	
			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.
			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.
			One (1) hard copy and one (1) .pdf of a tree survey showing all trees on the site, per the requirements of this UDC.
			A completed application form.
			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	No	N/A	
			A non-refundable check payable to the City in the amount as specified within the fee schedule of the City, as amended.
			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.
			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.
			Project applicable LOC approvals per Utilities and outside review entities (i.e. TxDOT, Guadalupe County)
			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, Fire Marshal, and GIS (Addressing). 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:
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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 2022

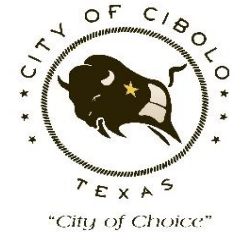
Plat Application Due	PLANNING & ZONING COMMISSION MEETING	City Council Meeting	Administrative Review - Completeness Check	Applicant to Receive: Agenda Confirmation (Incomplete application will be rejected)	Applicant to Resubmit missing item(s)	Applicant to Receive: Agenda Confirmation (Incomplete application will be rejected)
Monday	Wednesday	Tuesday	Thursday	Friday	Wednesday	Friday
3rd	2nd	4th				
20-Dec-2021	12-Jan-2022	25-Jan-2021	22-Dec-2021	28-Dec-2021	29-Dec-2021	4-Jan-2022
14-Jan-2022	9-Feb-2022	22-Feb-2022	20-Jan-2022	21-Jan-2022	26-Jan-2022	28-Jan-2022
18-Feb-2022	9-Mar-2022	22-Mar-2022	24-Feb-2022	25-Feb-2022	2-Mar-2022	4-Mar-2022
21-Mar-2022	13-Apr-2022	26-Apr-2022	24-Mar-2022	25-Mar-2022	30-Mar-2022	1-Apr-2022
18-Apr-2022	11-May-2022	24-May-2022	21-Apr-2022	22-Apr-2022	27-Apr-2022	29-Apr-2022
16-May-2022	8-Jun-2022	28-Jun-2022	19-May-2022	20-May-2022	25-May-2022	27-May-2022
20-Jun-2022	13-Jul-2002	26-Jul-2022	23-Jun-2022	24-Jun-2022	29-Jun-2022	1-Jul-2022
18-Jul-2022	10-Aug-2022	23-Aug-2022	21-Jul-2022	22-Jul-2022	27-Jul-2022	29-Jul-2022
15-Aug-2022	14-Sep-2022	27-Sep-2022	18-Aug-2022	19-Aug-2022	24-Aug-2022	26-Aug-2022
19-Sep-2022	12-Oct-2022	25-Oct-2022	22-Sep-2022	23-Sep-2022	28-Sep-2022	30-Sep-2022
17-Oct-2022	9-Nov-2022	13-Dec-2022	20-Oct-2022	21-Oct-2022	26-Oct-2022	28-Oct-2022
14-Nov-2022	13-Dec-2021	10-Jan-2023	17-Nov-2022	18-Nov-2022	23-Nov-2022	2-Dec-2022
12-Dec-2022	11-Jan-2023	24-Jan-2023	15-Dec-2022	16-Dec-2022	21-Dec-2022	23-Dec-2022
16-Jan-2023	8-Feb-2023	28-Feb-2023	19-Jan-2023	20-Jan-2023	25-Jan-2023	27-Jan-2023
20-Feb-2023	8-Mar-2021	28-Mar-2023	23-Feb-2023	24-Feb-2023	1-Mar-2023	3-Mar-2023

Rescheduled

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 (bold and italic) 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

Revised 12/21

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 Thoroughfare 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