

APPENDIX
EXHIBIT A
GILLESPIE COUNTY, TEXAS – SUBDIVISION PLAT APPLICATION

Proposed Subdivision Name: _____
Commissioner Precinct: _____
School District(s) Identified: _____
Tract Size And Location: _____
Total Lots, Parts, Or Divisions: _____
Name Of Nearest Public Road: _____
Water Service Provider: _____
Sewer Service Provider: _____
Electric Service Provider: _____
Gas Service Provider: _____

DEVELOPER

Name: _____
Company: _____
Address: _____
Phone: _____
Email: _____

SURVEYOR

Name: _____
Company: _____
Address: _____
Phone: _____
Email: _____

ENGINEER

Name: _____
Company: _____
Address: _____
Phone: _____
Email: _____

- (1) Regarding a proposed subdivision plat, the following documents are required to be submitted to Gillespie County (“County”) for review with this Plat Application (“Application”): all documents required for subdivision plats by the active Subdivision and Manufactured Home Rental Community Regulations for Gillespie County, Texas (“Regulations”), the contents of which are incorporated by reference, said documents being described in the attached

Document List for Subdivision Plat Application. Please attach all required documents to this Application and add additional sheets, if necessary.

- (2) You must timely submit this Application and all required documents to the following public office as described in the Regulations: County Judge, Gillespie County, Texas, at the address and phone number described in § 1.3 of the Regulations.
- (3) Is any part of the proposed development within the limits or extraterritorial jurisdiction of a municipality? ANSWER: YES___ NO___. If YES, identify the municipality on the attached documents.
- (4) Will the Developer seek a variance from the Commissioners Court? ANSWER: YES___ NO___. If YES, identify and describe all issues to support the variance requested pursuant to the Regulations, and attach all supporting documents to this Application.
- (5) Will any land, improvements, roads, streets, utility or transportation infrastructure, or facilities be dedicated to public use? ANSWER: YES___ NO___. If YES, identify them and attach all reports, plans, drawings, and specifications related to those dedicated improvements, infrastructure, or facilities.
- (6) Will the subdivision be served by public water (including groundwater or surface water) facilities or sewer or other wastewater facilities? ANSWER: YES___ NO___. If YES, identify the public service suppliers and attach all reports, plans, drawings, and specifications related to those improvements, infrastructure, or facilities.
- (7) Will the subdivision be served by private water (including groundwater or surface water) facilities or wastewater (including septic or OSSF) facilities? ANSWER: YES___ NO___. If YES, identify them and attach all reports, plans, drawings, and specifications related to those improvements, infrastructure, or facilities.
- (8) Will the subdivision require a permit or other approval by another government or private entity? ANSWER: YES___ NO___. If YES, identify all such entities and attach copies of any active permits obtained from those entities for the proposed development: _____
_____.
- (9) Is the proposed development located in a floodplain, as defined by the Regulations? ANSWER: YES___ NO___. If YES, identify all floodplain areas in which all or a part of the proposed development is located: _____
_____.
- (10) Have you paid all permit fees required by the County or other government or private entity for the proposed development? ANSWER: YES___ NO___. If NO, please explain: _____
_____.
- (11) Does a delinquent tax liability or tax lien exist on the real property made the subject of the proposed development? ANSWER: YES___ NO___. If YES, please identify those matters and attach documents from the appropriate governmental taxing entity describing the tax delinquency or lien: _____
_____.
If NO, attach documents from the appropriate governmental taxing entities showing that no tax delinquency exists on the real property made the subject of the proposed development.

THE DEVELOPER NAMED BELOW HEREBY CERTIFIES AND STATES THE FOLLOWING:

I have read the active Subdivision and Manufactured Home Rental Community Regulations for Gillespie County, Texas. All documents required by the Regulations have been prepared by me or on my behalf and are attached to this Application, including full payment to the County, by cashier's check or money order, for all required fees.

_____ Developer Signature	_____ Date
_____ Printed Name	_____ Title

RECEIPT BY COUNTY:

RECEIVED BY:

_____ Printed Name	_____ Date
_____ Title	Gillespie County, Texas

DOCUMENT LIST FOR SUBDIVISION PLAT APPLICATION

The following documents shall be submitted with the Subdivision Plat Application Form, as required by the Regulations:

1. Regarding a subdivision of land subject to regulation pursuant to the Model Subdivision Rules, as described in § 4.1(BB) and Appendix/Exhibit H of the Regulations, the following documents are required:

- (a) ____ **a complete and executed Plat Application** in compliance with the Regulations, with all required documents and payment of fees;
- (b) ____ **a proposed subdivision plat which is fully executed, certified, and acknowledged** by the proper parties designated in the Regulations - but excluding from compliance at Plat Application submission the following matters: (i) the signatures, acknowledgements, and/or certifications of the County Judge, County Clerk, and County consulting engineer, and (ii) the filing or recordation of the plat;
- (c) ____ **a proposed subdivision plat and all supporting documents** describing and demonstrating compliance with all plat requirements and standards described in the Regulations;
- (d) ____ a proposed subdivision plat and all supporting documents describing and demonstrating compliance with the requirements of § 4.1(BB) and Appendix/Exhibit H of the Regulations regarding the water (including groundwater or surface water), sewer, septic, wastewater, OSSF, greywater, and sludge facilities (public or private) proposed for the

subdivision, including: (i) **the water availability and wastewater facility requirements of the Regulations**; (ii) the results of all required suitability analysis, surface and subsurface testing, or other analysis (including quantitative and qualitative analysis) required by the Regulations to be performed by any person or entity (including an engineer or surveyor) to demonstrate compliance with minimum state standards regarding said facilities; (iii) **the acquisition of permits or agreements for said facilities required between the Developer and a private entity, or between the Developer and a governmental entity or agency other than the County**; (iv) **stamped and sealed engineering reports and supporting documents regarding said facilities**, including the availability, methodology, and cost estimates of providing said facilities to the subdivision;

- (e) ____ a proposed subdivision plat and all supporting documents describing and demonstrating compliance with § 4.1(BB) and Appendix/Exhibit H of the Regulations regarding the: (i) minimum set-back distances required for the subdivision; (ii) required **restriction of only one single family detached dwelling to be located on each lot**; and (iii) detailed planning materials regarding proposals required for submittal of multi-family residential development to determine proper water and wastewater utility type and design;
- (f) ____ a proposed subdivision plat and all supporting documents describing and demonstrating compliance with § 4.1(BB) and Appendix/Exhibit H of the Regulations regarding the required **plat formatting** and other information therein stated;
- (g) ____ a proposed subdivision plat and all supporting documents describing and demonstrating compliance with § 4.1 (BB) and Appendix/Exhibit H of the Regulations regarding the **bond or other financial security requirements** for certain proposed improvements in the subdivision;
- (h) ____ a proposed subdivision plat and all supporting documents describing and demonstrating compliance with § 4.1(BB) and Appendix/Exhibit H of the Regulations, and including evidence that the Subdivider has complied with the: (i) water availability requirements of the Regulations (including groundwater or surface water); (ii) **requirements of the Regulations regarding water, sewer and/or OSSF facilities, roads, adequate drainage, electric utility service, and gas utility service**; (iii) requirements that the water quality and connections to the lots meet, or will meet, the minimum state standards; (iv) requirements regarding sufficient sewer connections to the lots or septic tanks that meet, or will meet, the minimum requirements of state standards; (iv) requirements that electrical connections provided to the lots meet, or will meet, the minimum state standards; and (v) gas connections, if available, provided to the lots meet, or will meet, the minimum state standards;
- (i) ____ a proposed subdivision plat and all supporting documents describing and demonstrating compliance with the **utility connection requirements and plat certification**;
- (j) ____ a proposed subdivision plat and all supporting documents describing and demonstrating compliance with the **purchase contract disclosure obligation of the Developer regarding water availability** and implementation;

- (k) ____ a proposed subdivision plat and all supporting documents describing and demonstrating compliance with the express limitations (and related, mandatory **plat certification requirements**) stated in the Regulations regarding the County's **construction and maintenance obligations**, if any, regarding any land, road, easement, improvement, facility, or other property (i) dedicated to public use on the plat, or (ii) private property described on the plat;
- (l) ____ a proposed subdivision plat and all supporting documents describing and demonstrating **compliance with the minimum standards described in the Regulations**, including: (i) compliance with federal and state law requirements, including minimum state standards regarding water, sewer, septic, OSSF and related facilities; (ii) compliance with specific property description, identifying data, and proper signature requirements; (iii) compliance with specific survey data requirements; (iv) compliance with specific lot and block dimension requirements; (v) compliance with specific water and OSSF disclosure requirements; (vi) **compliance regarding a reasonable drainage plan for the subdivision, including the management of storm water runoff** pursuant to the standards described in the Regulations; (vii) compliance with specific topographical description requirements, (viii) **compliance with specific road/driveway, lot frontage, and floodplain management requirements**; (ix) compliance with specific fire suppression system requirements; (x) **compliance with the traffic impact study** and/or engineering study or review [if required upon preliminary review by County]; and (xi) compliance with the development standards and requirements described in the Regulations;
- (m) ____ a **tax certificate** or other sufficient documentation from the appropriate governmental taxing entities showing that no tax delinquency exists on the real property made the subject of the proposed subdivision development; and
- (n) ____ documents showing **payment of all required fees** to the County as required by the Regulations.

2. Regarding a subdivision of land not subject to Regulation under the Model Subdivision Rules as described in § 4.1(BB) and Appendix/Exhibit H of the Regulations, but otherwise described as a subdivision in the Regulations, the following documents are required:

- (a) ____ **complete and executed Plat Application** in compliance with the Regulations, with all required documents and payment of fees;
- (b) ____ **a proposed subdivision plat which is fully executed, certified, and acknowledged** by the proper parties designated in the Regulations - but excluding from compliance at Plat Application submission the following matters: (i) the signatures, acknowledgements, and/or certifications of the County Judge, County Clerk, and County consulting engineer, and (ii) the filing or recordation of the plat;
- (c) ____ a proposed subdivision plat and all supporting documents describing and demonstrating compliance with the Regulations regarding required **plat formatting** and other information, including without limitation: property description, identifying data, and signatures; survey data; metes and bounds descriptions; lot, block, and other part dimensions; water (including groundwater and surface water), sewer, and OSSF facility and

service disclosures; drainage plan; topographical descriptions with contour lines; road, driveway, lot, frontage, and floodplain descriptions; fire suppression system descriptions; utility connection requirements; purchase contract disclosure; compliance with the water availability requirements of the Regulations; building and set-back lines; lien subordination; and plat execution and certification;

- (d) ____ a proposed subdivision plat and all supporting documents describing and demonstrating compliance with the **utility connection and plat certification requirements** of the Regulations;
- (e) ____ a proposed subdivision plat and all supporting documents describing and demonstrating compliance with the **purchase contract disclosure obligation of the Developer regarding water availability** and implementation;
- (f) ____ a proposed subdivision plat and all supporting documents describing and demonstrating compliance with the express limitations (and related, mandatory **plat certification requirements**) **stated in the Regulations regarding the County's construction and maintenance obligations**, if any, regarding any land, road, easement, improvement, facility, or other property (i) dedicated to public use on the plat, or (ii) private property described on the plat;
- (g) ____ a proposed subdivision plat and all supporting documents describing and demonstrating **compliance with the minimum standards described in the Regulations**, including: (i) compliance with federal and state law requirements, including minimum state standards regarding water (including groundwater and surface water), sewer, septic, OSSF and related facilities; (ii) compliance with specific property description, identifying data, and proper signature requirements; (iii) compliance with specific survey data requirements; (iv) compliance with specific lot and block dimension requirements; (v) compliance with the water availability requirements and wastewater requirements of the Regulations; (vi) **compliance regarding a reasonable drainage plan for the subdivision, including the management of storm water runoff**, pursuant to the standards described in the Regulations; (vii) compliance with specific topographical description requirements; (viii) **compliance with specific road/driveway, lot frontage, and floodplain management requirements**; (ix) compliance with specific fire suppression system requirements; (x) **compliance with the traffic impact study** and/or engineering study or review [if required upon preliminary review by County]; and (xi) compliance with the development standards and requirements described in the Regulations;
- (h) ____ a proposed subdivision plat and all supporting documents describing and demonstrating compliance with the **bond or other financial security requirements** in the Regulations;
- (i) ____ a **tax certificate** or other sufficient documentation from the appropriate governmental taxing entities showing that no tax delinquency exists on the real property made the subject of the proposed subdivision development; and
- (j) ____ documents showing **payment of all required fees**.