

DEVELOPMENT REVIEW

PLAT APPLICATIONS

CITY OF GONZALES



COME AND TAKE IT

PLAT REQUIRED

Subdivision Plats Required per LGC 212 Subchapter A (i.e., All plats except Development Plats).

- In accordance with Texas Local Government Code (LGC) Section 212.004, the owner of a tract of land located within the city limits or in the Extraterritorial Jurisdiction (ETJ) who divides the tract in two (2) or more parts to lay out a subdivision of the tract, including an addition to a municipality, to lay out suburban, building, or other lots, or to lay out streets, alleys, squares, parks, or other parts of the tract intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the streets, alleys, squares, parks, or other parts must have a Plat of the subdivision prepared.
- A division of a tract under this subsection includes a division regardless of whether it is made by using a metes and bounds description in a deed of conveyance or in a contract for a deed, by using a contract of sale or other executory contract to convey, or by using any other method.
- A division of land under this subsection does not include a division of land into parts greater than five (5) acres, where each part has access and no Public Improvement is being dedicated.

Development Plats Required per LGC 212 Subchapter B (i.e., Development Plats only).

- Any person who proposes the development (i.e., any new construction or the enlargement of any exterior dimension of any building, structure, or improvement) of a tract of land located within the limits or in the Extraterritorial Jurisdiction (ETJ) of the City shall have a Development Plat of the tract prepared in accordance with LGC 212 Subchapter B and this Subdivision Ordinance. (See [Section 5.09](#) Development Plat of this Ordinance for requirements for Development Plats.)
- Whenever a property owner proposes to divide land within the City or its Extraterritorial Jurisdiction (ETJ) into two (2) or more tracts, and claims exemption from LGC 212 Subchapter A for the purposes of development, that results in parcels or lots all greater than five (5) acres in size, a Development Plat shall be required.
- In the event that development of any tract of land is intended, and where no Public Improvement is proposed to be dedicated, the Applicant shall first obtain approval of a Development Plat.
- No Development Plat is required when the land has an approved Filing Plat, Minor Plat, Replat, or Amending Plat.

Exemptions to the Requirement to Plat. The following are exemptions to the platting requirements:

- Use of existing cemeteries complying with all State and local laws and regulations;
- Dedication of an easement or Right-of-Way by a separate document recordable in the county records if approved by the City; and
- Divisions of land created by order of a court of competent jurisdiction.

PLANNING & DEVELOPMENT REVIEW

The City Secretary/Zoning Administrator serves as an information resource and point of contact for coordinating development functions for the City. The City Secretary's Office is located at City Hall at 820 St. Joseph Street.

Land development works best when all parties (e.g. owners, developers, professionals, neighbors, etc.) and staff communicate openly about the nature of the proposal and the regulations that affect it. To provide you with the best service possible, we highly recommend that you take the time to review city plans, ordinances, and mapping (available online), and meet with staff in advance of submitting your application. Please call 830-672-2815 to make an appointment with our staff members.

PLANNING & ZONING COMMISSION

The members of the Planning & Zoning Commission are appointed by the City Council. In making appointments to the Commission, the City Council seeks to ensure broad representation and expertise among the membership.

The Planning & Zoning Commission makes the final decision on all plats, with the exception of those approved by the

City Manager at the recommendation of staff. Nonetheless, a Vesting Plat or Final Plat may be approved by the Planning & Zoning Commission.

DEVELOPMENT REVIEW COMMITTEE

The Development Review Committee (DRC) is organized to ensure that certain applications are in compliance with the CODE OF ORDINANCES and other codes, resolutions and plans of the City. It also functions to coordinate these applications with City departments and outside agencies to reduce conflicts and ensure their policies, requirements and needs are met.

The DRC consist of a variety of departments and divisions or their duly authorized representatives. All members may or may not be present at any meeting, and shall attend on an as-needed basis.

The Development Review Committee reviews each plat and site plan submittal. All meetings of the DRC shall be open to any applicant who submitted an application that is being considered at that DRC meeting. The DRC meets on a weekly basis, unless no applications or resubmittals have been submitted that need to be considered.

SUBMITTAL GUIDELINES

To ensure a comprehensive review, a completed application, applicable documentation, completed checklist and fee are required for submittal for all plats and plan review. Please check the applicable boxes within the designated checklist for all criteria points for compliance of each department/division's requirements. If there are any questions or comments regarding items in this guide, please contact the appropriate department. Incomplete applications will not be accepted.

LIMITATION OF AUTHORITY

The City's approval of an application under the standards and procedures of Code of Ordinances does not guarantee or assure that development of the property in accordance with the standards will prevent, minimize or mitigate harm to adjoining property. A person who undertakes development activities shall not rely on the City's approval of an application as ensuring that the development activities will not result in harm to adjoining property.

The regulations contained in the effective codes constitute an exercise of the City's governmental authority, and approval of an application shall not give rise to any liability on the part of the City or its officers, agents and employees, nor will an approval release the applicant from any liability for harm arising out of development of the property under applicable law.

DEVELOPMENT CODES

National, state and local codes have been adopted and/or amended to ensure quality development that does not harm the public safety, health and welfare of the citizens of Gonzales.

The complete City of Gonzales Code of Ordinances (COO) is available online through [Franklin Legal Publishing](#). The Code informs all aspects of City government, including those areas under the purview of the Development Review Committee. Local amendments to the codes are available in booklet form on-line as printable versions and for purchase from Building Inspections.

Applicable City codes, ordinances, and plans with which all Applications must comply include, but are not limited to, the following.

- Comprehensive Plan (including all associated maps and plans);
- Zoning Ordinance;
- Parks or Trails Master Plans;
- Building Codes;
- Master Drainage Plans;
- International Fire Code;
- Stormwater Quality and Land Disturbance Requirements; and
- Transportation Plan
- Standard Construction Details
- Texas Manual on Uniform Construction Device
- Texas Health Code
- Engineering Standards Manual
- Texas Water Code
- Floodplain Ordinance
- Generally accepted Standard Specifications of Public Works
- Other Applicable portions of the Code of Ordinances.

SUBDIVISION PLATS

A plat is an official map or chart representing a tract of land showing the boundary of that tract and its division into one or more separate parcels. Plats indicate the placement and length of property lines and easements within a particular subdivision and must be prepared by a licensed land surveyor in the state of Texas. Plats are filed for permanent record with the County Clerk in the courthouse and with the Planning Department.

Plat Requirement

Platting is required for the following purposes:

- To create a building site on a single lot or tract;
- To construct or enlarge any exterior dimension of any building, structure, or improvement on land without an existing Plat;
- To subdivide land to divide a lot or tract into two or more parcels for development of the parcels;
- To combine lots or tracts;
- To amend a Plat; or
- To correct errors on an approved and recorded Plat.

Plat Review Process

There are four (4) plat procedures: vesting (also known as preliminary), minor, final and replat.

- Prior to any application submittal, it is recommended that the subdivider request a meeting with development staff to discuss the procedures, policies, specifications, and standards required by the City. Based on the information provided, Staff will try to indicate any potential issues that will need to be addressed as part of the approval process.
- A plat must be prepared by a licensed professional surveyor. A licensed professional engineer will also be needed if any public infrastructure is required. The surveyor will prepare the plat document and submit the appropriate application, application fee, the required number of blue-line or black-line copies of the plat, an electronic copy of the plat in AutoCAD format, field notes, a title opinion, and any other associated documents & plans. The plat must be prepared per the submittal requirements found within the Subdivision Ordinance and submitted by the deadline per the Subdivision Calendar. Incomplete submittals will be returned and will not be reviewed.
- The Development Review Committee meeting is scheduled for the purpose to assemble the applicant, City staff, affected utility companies, and other interested parties to "troubleshoot" your plat and development plans. While attendance is not mandatory, we encourage the applicant/agent to attend to help be a part of the discussion. After the meeting, a formal set of all comments that must be addressed on the submittal will be generated. If needed, drawings should be modified using these comments.
- Prior to being placed on an agenda for the Planning & Zoning Commission, **two (2) mylar and four (4) paper copies** of the corrected plat must be submitted along with an electronic copy of the corrected plat in AutoCAD format, financial guarantees (if applicable), filing fees, current original tax certificates, and field notes. The final plat is to be signed by the owner(s) and notarized. It also must be signed and sealed by the Registered Professional Land Surveyor licensed in the State of Texas. Additionally, documentation that the Drainage Plan and any Construction Plans have already been approved by the City Engineer or his designee must be provided. All corrected plats that have been submitted with all the necessary documents will be placed on the next Planning & Zoning Commission agenda.
- Once approved by the Planning & Zoning Commission, staff will acquire final signatures from City officials and file the plat at the appropriate County Clerk's Office when required.

IMPORTANT NOTE: Changes made to subdivision plat may require additional information and/or comments to adequately evaluate. Changes may also reveal new issues or conflicts not previously identified resulting in new "Required Corrections."

SUBDIVISION PLAT FLOW CHART



CONSTRUCTION PLAN PROCESS



FEE SCHEDULE

Subdivision

Plats – City Limits (the applicant will also be responsible for actual filing costs)

\$250 plus \$3.00/lot and \$5.00/acre

Plats – ETJ (the applicant will also be responsible for actual filing costs)

\$250 plus \$5.00/lot and \$10.00/acre

Notes:

All Fees are Non- Refundable

SUBMITTAL DATES – Applications are only accepted on the below listed dates.

HB 3167, effective September 1, 2019, requires a 30-day approval window for all development applications for Plats, Site Plans and Construction Plans. The City has established the Development Review Schedule to be in accordance with this new State Law. Applications must be submitted in accordance with the updated Development Review Schedule.

Recommended pre-submittal staff meeting (contact Staff to schedule)	Required Application Completeness Review	Formal Submittal Deadline	Agenda Set	P&Z Meeting (Tentative)	City Council
Week of January 27 th	02/10/2020	02/17/2020	03/09/2020	03/16/2020	04/09/2020
Week of March 2 nd	03/16/2020	03/23/2020	04/13/2020	04/20/2020	05/14/2020
Week of March 30 th	04/13/2020	04/20/2020	05/11/2020	05/18/2020	06/11/2020
Week of April 27 th	05/11/2020	05/18/2020	06/08/2020	06/15/2020	07/09/2020
Week of June 1 st	06/15/2020	06/22/2020	07/13/2020	07/20/2020	08/13/2020
Week of June 22 nd	07/06/2020	07/13/2020	08/10/2020	08/17/2020	09/10/2020
Week of July 27 th	08/10/2020	08/17/2020	09/04/2020*	09/14/2020	10/08/2020
Week of August 31 st	09/14/2020	09/21/2020	10/12/2020	10/19/2020	11/12/2020
Week of September 28 th	10/12/2020	10/19/2020	11/09/2020	11/16/2020	12/10/2020
Week of November 2 nd	11/16/2020	11/23/2020	12/14/2020	12/21/2020	01/14/2021
Week of November 30 th	12/14/2020	12/21/2020	1/11/2021	01/18/2021	02/11/2021
Week of December 28 th	1/11/2021	01/18/2021	02/08/2021	02/15/2021	03/11/2021
Week of February 1 st	02/15/2021	02/22/2021	03/15/2021	03/15/2021	04/08/2021

1. Pre-submittal meetings are recommended meetings between the applicant and City Staff to cover requirements and expectations of the application. Pre-submittal meetings are held two (2) weeks before the required completeness review to allow time for the applicant to make any necessary changes or provide additional documents.
2. Applications shall be reviewed for completeness within five (5) business days of initial submittal. If the City determines the application is complete, the applications shall then be processed and the 30-day review period begins. The required time frame for action by an approval body starts once application completeness is confirmed. Applications deemed incomplete shall not be forwarded for review.
3. Agendas are set seven (7) days before the Planning and Zoning Commission Meeting. All final submittals are due by close of business for consideration by the Planning and Zoning Commission.
4. The Planning and Zoning Commission or, when appropriate, City Staff shall act on applications within thirty (30) days after the date the application is formally submitted. City Council shall act on applications within thirty (30) days after the application is considered by the Planning and Zoning Commission.

Plat Review Application

Plats

- Non-Residential Residential
 Amending Plat/Plat Vacation Replat Minor Plat Vesting Plat Filing Plat

Project Name: _____

Address: _____ No. of lots: _____ Acreage: _____

Subdivision Name: _____ Block: _____ Lot: _____

Current Zoning: _____ Proposed Zoning (if applicable): _____

ENGINEER/SURVEYOR

Name: _____

Address: _____

City, State, Zip: _____ Fax: _____

Phone: _____ Email: _____

OWNER AND AUTHORIZATION

Owner Name: _____

Address: _____

City, State, Zip: _____ Fax: _____

Phone: _____ Email: _____

Agent Company Name: _____

Agent Name: _____

Address: _____

City, State, Zip: _____ Fax: _____

Phone: _____ Email: _____

REQUIRED INFORMATION

Are there any pending applications before the governing body on this property? ___Yes ___No.

If yes, specify _____

Is there pending litigation on the subject property? ___Yes ___No. If yes, please identify.

Are there any quasi-judicial or administrative applications for that property that are currently in effect? (Variances, exceptions, etc.)

___Yes ___No. If yes, please identify.

Are there any pending or accompanying requires for relief? ___Yes ___No. If yes, please identify.

Is the property in compliance with all prior approved permits? ___Yes ___No. If no, specify _____

Plat Review Application Page 1 of 4

Plat Review Application

This application is submitted in compliance with the following regulations:

- Comprehensive Plan (including all associated maps and plans);
- Zoning Ordinance;
- Parks or Trails Master Plans;
- Building Codes;
- Master Drainage Plans;
- International Fire Code;
- Stormwater Quality and Land Disturbance Requirements; and
- Transportation Plan
- Standard Construction Details
- Texas Manual on Uniform Construction Device
- Texas Health Code
- Engineering Standards Manual
- Texas Water Code
- Floodplain Ordinance
- Generally accepted Standard Specifications of Public Works
- Other Applicable portions of the Code of Ordinances.

I hereby certify that I am the owner or agent of the property and further certify that the information provided on this development application is true and correct. By signing below, I agree that the City of Gonzales (the "City") is authorized and permitted to provide information contained within this application, including the email address, to the public. The City is also authorized and permitted to reproduce any copyrighted information submitted in connection with the application, if such reproduction is associated with the application in response to a Public Information Request.

Signature Owner/Agent: _____ Date: _____

FOR OFFICE USE ONLY

Received Date: _____

Fee: \$ _____

Receipt No.: _____

Case No.: _____

Reviewed By: _____

Plat Review Application

Case No. _____

Y N I Requirements

		Payment of application fees.
		Date of preparation, scale of plat (written & graphic), and north arrow.
		Description by metes and bounds of the subdivision.
		Names, addresses, and phone numbers of the subdivider, engineer, and/or surveyor. If there are separate lots with separate ownership, be sure it is noted which ones belong to which owner.
		Primary control points or descriptions and ties to such control points to which all dimensions, angles, bearings, block numbers, and similar data shall be referred.
		Computed acreage of the entire subdivision, including public dedications.
		Subdivision boundary lines, indicated by heavy line.
		Identifying numbers for each lot or site. Identifying letters for each block.
		The exact location, dimensions, name, and description of all existing and proposed lots, parks, public areas, and other sites within or contiguous with the subdivision.
		Adjacent unplatted or unsubdivided lands, so designated by owner.
		Names of adjacent subdivisions.
		Location of City limits line or the outer border of the City's extraterritorial jurisdiction, if they traverse the subdivision or form part of its boundary.
		The exact location, dimensions, name, and description of all existing and proposed streets, alleys, reservations, easements, or other public rights-of-way within, intersecting, or contiguous with subdivision boundaries.
		Building setback lines from all lot boundaries adjacent to street rights-of-way, as set forth below: <ul style="list-style-type: none"> a. Front building setback lines on all lots; b. Side yard setback lines for corner lots at street intersections. c. Rear yard setback lines for lots with rear yard adjacent to street.
		Regulatory floodplain elevations as well as boundaries of the 100-year floodplain and floodway areas. Flood zone boundary tied dimensionally to property corner (if applicable).
		Designation of all land to be reserved or dedicated for open space, floodway, or recreation use.
		Payment of all indebtedness attributable to the subject property. (Sec. 4.01(F))
		Conformance with Zoning Regulation Requirements pertaining to lot size, yard size, dwelling size, lot coverage, height, parking, loading and screening contained in the current Zoning Regulations of the City.
		Preliminary Drainage Plan (See Section 7.14I)
		Preliminary Stormwater Management Plan (See Section 7.14J)
		Preliminary Utility Plan (Section 7.12C)
		Current Title Commitments issued by a title insurance company authorized to do business in Texas, a title opinion letter from an attorney licensed to practice in Texas, or some other acceptable proof of ownership, identifying all persons having an ownership interest in the property.

Plat Review Application

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>* Standard Monuments</p> <ol style="list-style-type: none"> Every block corner. Every point of curvature (P.C.) and point of tangency (P.T.) of a block boundary. Every angle of a block boundary. In the event there is an existing non-standard monument or the position for the monumentation is not feasible, a Standard Monument shall be set at a distance of not less than 10 feet and not more than 150 feet, as a reference monument
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>* Permanent Markers</p> <ol style="list-style-type: none"> Every lot corner. Every point of curvature (P.C.) and point of tangency (P.T.) of a lot boundary. Every angle of a lot boundary. Minor Replats of two (2) or less interior lots, if sufficient standard monumentation exists within the Block, and within 300 feet on a common line, the City Surveyor, may approve the use of Permanent Markers.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>* Centerline Marker shall be set by the Surveyor at the following locations:</p> <ol style="list-style-type: none"> Every street centerline intersection with intersecting street centerlines. Every street centerline point of curvature (P.C.) and point of tangency (P.T.). Every street centerline angle point. Every street centerline and projected subdivision boundary line intersection. The specifications for Standard Monuments, Permanent Markers and Centerline Markers shall be as set out in Exhibit B, a copy of which shall be available at the Engineering Division of the City of Gonzales. The inspection of monuments will coincide with the final inspection of other improvements. In the event there is an existing non-standard monument, a "Standard Monument" shall be set at a distance of 10 feet +/- along the line as a reference monument.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed name of the subdivision (should follow City of Gonzales naming policy for labeling lots, blocks, replats, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proper signature blocks in accordance with Section 5.04(M).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owner's Certificate and Dedication statement with both portions of text and signature spaces for all owners.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Acknowledgement blocks for notarization of each of the owner's signatures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General Notes block with all information filled in correctly.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certification of the surveyor responsible for surveying the subdivision area, attesting to its accuracy and/or a certificate by the engineer responsible for its preparation and supporting data, also attesting to its accuracy.

* Minor and Filing Plats Only

CODE OF ORDINANCES – City of Gonzales Land Development Code

I hereby certify that I am the owner or agent of the property and further certify that the information provided on this development application is true and correct. By signing below, I agree that the City of Gonzales (the "City") is authorized and permitted to provide information contained within this application, including the email address, to the public. The City is also authorized and permitted to reproduce any copyrighted information submitted in connection with the application, if such reproduction is associated with the application in response to a Public Information Request.

Owner/Agent Signature: _____ Date: _____