

REQUIREMENTS FOR APPLICATION OF MINOR SUBDIVISION

A subdivision may be considered minor if:

- 1) State law or ordinance does not require that a public hearing be held. *10-IV-2.B.5.1*
- 2) The property being subdivided is not a part of a larger tract of land, any part of which has been the subject of a previous application for a minor subdivision approved within ten years prior to the filing of the application for minor subdivision approval. *10-IV-2.B.5.3*
- 3) The subdivision consists of three (3) or fewer lots. *10-IV-2.B.5.3*
- 4) All lots created by the subdivision abut on a street constructed to then current city specifications. *10-IV-2.B.5.4*
- 5) All water, sanitary sewer, and drainage facilities that are otherwise required to be constructed pursuant to this chapter are already in place. However, the subdivision may be considered and approved as a minor subdivision if no storm water drainage study has been submitted or the required storm drainage facilities constructed, provided the plat contains the following note:
"A drainage study conforming to the applicable drainage specifications shall be submitted to, and approved by, the city engineer before a building permit is issued for any lot in this subdivision. Drainage improvements, which adequately address the findings of the study, shall be made part of the building permit application, and shall be constructed concurrently with the development site plan." *10-IV-2.B.5.5*

Please submit the following requirements. Projects cannot be considered unless all items are marked "complete". Citations come from the Subdivision Ordinance.

Complete

- Signed sealed boundary survey. *10-IV-2.A.3.c.1*
- The current owner's deed, and recording information. *10-IV-2.A.3.c.6*
- Ten copies of the plat drawn at a scale of one (1) inch to one hundred (100) feet. Where necessary, the paper submissions may be on several sheets accompanied by an index sheet showing the entire subdivision. In no case may any single sheet of paper be larger than can be hung without folding in the record cases of the Kerr County Clerk (21" X 26"). *10-IV-2.B.3*

Plat drawing to contain the following:

- Indicate by course and distance the location of centerlines of all waterways intended to convey water from or to adjacent private landowners. *10-IV-2.B.3.a.1*
- The existing outer boundary lines of the land to be subdivided shall be drawn in such a way as to provide easy identification, the record calls for course and distance in parentheses along with the measured bearings and distances which have been surveyed shall be provided on the final plat for each individual call. *10-IV-2.B.3.b.1*
- True bearings and distances to the nearest established street right of way lines, official monuments, or existing subdivision corner shall be accurately described on the plat and rotated to the City of Kerrville Coordinate System or the State Plane Coordinate System. Coordinates shall be identified for two outer boundary corners, to the nearest tenth of a foot. *10-IV-2.B.3.b.1*
- Identification (whether "found" or "set") and location of all permanent survey monuments, with a clear description of the size and type (including city control points). *10-IV-2.B.3.b.3*
- At least one (1) corner of the subdivision shall be located by course and distance with respect to a corner of the original survey of which it is a part. *10-IV-2.B.3.b.4*
- The location, width, purpose, and approved names (if applicable) of existing and proposed streets, alleys, easements and rights-of-way to be dedicated to public use. *10-IV-2.B.3.b.5*
- All easements (existing and proposed) must be depicted in a graphic manner on the face of the plat, with course and distance and all other data required to reproduce the ground. *10-IV-2.B.3.b.5.b*
- All other lines not intended to be boundary lines shall be labeled accordingly. *10-IV-2.B.3.b.5.b*
- At least two main corners of each subdivision block shall have a concrete monument set. These corners must be situated so that each monument is visible from the other, be a minimum distance of 200 feet apart, and be referenced on the plat. *10-IV-2.B.3.b.7*
- Certification of dedication of all rights-of-way, easements or property to be dedicated for public use, signed by the owner(s), and any other certificates. *10-IV-2.B.3.b.4*

- An agreement waiving any claim for damages against the City of Kerrville occasioned by the alteration of the surface of any portion of existing streets or alleys to conform to the grade established in the subdivision; *10-IV-2.B.3.c.5*
 - A note referencing the date of approval of the preliminary plat by the planning commission. *10-IV-2.B.3.c.8*
- Complete N/A
- Not required on plat: Existing water well (Circle: operative, inoperative). Ordinance # 2000-07

Please submit the following once the Minor Plat submission has been deemed complete and in order by the Director of Development Services. (Kerrville Development Services Department Policies):

Complete

- Three copies of the plat on a permanent reproducible medium, suitable for recording at the county courthouse (no larger than 21" X 26"), with the original and notarized signatures of the owner(s), shall be presented for signatures and recording by the City. One of the copies will be returned to the developer.
- A drawing providing a complete and accurate representation of the subdivision shall also be submitted in either Drawing Exchange File or AutoCAD, on a 3.5" diskette, with the same standard as the non-digital submission, except that title blocks, certifications, signature blocks, legends, scales, north arrows and borders shall not be required. *10-IV-2.B.3.d*
- In accordance with Texas HB 1563(e), original tax certificates shall be submitted from each taxing unit with jurisdiction of the real property (county and school district) indicating that no delinquent ad valorem taxes are owed on the real property. The certificates are required to be recorded in conjunction with the plat.
- Courthouse filing fees as follows:
 - \$16 1st tax certificate, \$4 each additional
 - \$71 flat fee for plat
 - Example: plat + 2 tax certificates = \$91
 - Check payable to the "Kerr County Clerk"

I have read and understand in its entirety Article 10-IV of the Code of Ordinances for the City of Kerrville (Subdivision Ordinance) and understand that the requirements of a final (minor) plat are subject to the terms and conditions therein. This final plat checklist is used to insure compliance with the Ordinance and in some instances the City may require additional information for approval. An endorsement of this application checklist by the applicant shall be acknowledgment that all of the items on the above list have been reviewed and complied with or variances have been requested.

Project: _____ Date: _____

Owner or Engineer/Surveyor with address: _____

Signature: _____