



# Application for Subdivision Plat Review

Name of Subdivision: \_\_\_\_\_ Gross Acres: \_\_\_\_\_

Commercial	_____	Lots	Residential	_____	Lots
School	_____	Lots	Multifamily	_____	Lots
Industrial	_____	Lots	Commercial	_____	Lots

Legal Description: \_\_\_\_\_

Location: \_\_\_\_\_

Coordinates: Lat : \_\_\_\_\_ Long: \_\_\_\_\_

City  ETJ \_\_\_\_\_

**DEVELOPER:** \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street No. & Name) (City) (State) (Zip code)

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

**ENGINEER:** \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street No. & Name) (City) (State) (Zip code)

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

**SURVEYOR:** \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street No. & Name) (City) (State) (Zip code)

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

**Jorge J. Garcia, CFM,**  
Director of Planning  
and Zoning

**Juan Carlos Martinez,**  
Director of Utilities

**Israel Garza,**  
Director of Sanitation

**City Hall**  
512 S Nebraska Ave.  
San Juan, Texas 78589

**Ph:** (956)223-2200

**Tirso Garza,**  
Fire Chief

**Fire Department**  
707 S Nebraska Ave.  
San Juan, Texas 78589

**Ph:** (956)223-2470



# Application for Subdivision Plat Review

## UTILITY PROVIDERS

Water Corporation: \_\_\_\_\_ Sewer System: \_\_\_\_\_  
 Electrical Provider: \_\_\_\_\_ Irrigation Dist: \_\_\_\_\_  
 School Dist. \_\_\_\_\_ Gas Company: \_\_\_\_\_

## ITEMS REQUIRED FOR SUBDIVISION REVIEW

- \_\_\_\_\_ A complete set of plans in PDF sent electronically to [caviles@sjtx.us](mailto:caviles@sjtx.us)
- \_\_\_\_\_ Approved Drainage Report by HCDD#1 & copy of Drainage review fee receipt
- \_\_\_\_\_ Soil Evaluation Report (if applicable)
- \_\_\_\_\_ Copy of warranty deed
- \_\_\_\_\_ Owner's Authorization letter to Engineer (if applicable)
- \_\_\_\_\_ Letter to utility providers from Developer
- \_\_\_\_\_ \$300.00 Plus \$ 50.00 per acre plan review and processing fee
- \_\_\_\_\_ 5 folded full set of plans (plat, utilities, topo, paving & drainage)

**Jorge J. Garcia, CFM,**  
 Director of Planning  
 and Zoning

**Juan Carlos Martinez,**  
 Director of Utilities

**Israel Garza,**  
 Director of Sanitation

**City Hall**  
 512 S Nebraska Ave.  
 San Juan, Texas 78589

**Ph:** (956)223-2200

**Tirso Garza,**  
 Fire Chief

**Fire Department**  
 707 S Nebraska Ave.  
 San Juan, Texas 78589

**Ph:** (956)223-2470

**Note:** A COPY OF THE PLAT WIL BE SUBMITTED TO THE UTILITIES DEPARTMENT, SANITATION DEPARTMENT AND FIRE DEPARTMENT. A COPY OF THE PLAT MUST BE SUBMITTED TO TxDOT FOR REVIEW IF APPLICABLE. **AN INCOMPLETE APPLICATION WILL NOT BE ACCEPTED. EVERY SECTION MUST BE FILLED OUT.**

Deadline to submit for preliminary or final approval request is 2 weeks prior to the Planning & Zoning meeting. Subdivision must have a 1<sup>st</sup> time review by planning and comply with all log of items for preliminary approval.

## AUTHORIZATION AND ACKNOWLEDGEMENTS

I certify that I am the actual owner of the property described above and or I am authorized by the owner to submit this application.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

Owner:

Authorized Agent: