

# REQUIREMENTS FOR VACATING AND RESUBDIVISION PLAT

***Please submit the following requirements along with a completed master application and appropriate fees. Projects cannot be scheduled for consideration unless all items are marked "complete". Citations come from the Subdivision Ordinance.***

## Complete

- Conforms with previously filed approved plat: 10-IV-2.c.3
  - a.) Reproducible copy in city files. 10-IV-2.A.4
  - b.) Signed sealed boundary survey. 10-IV-2.A.3.c.1
  - c.) 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:***

- A vacating drawing to show previous plat layout (10-IV-2.B.3.1) which includes a deed reference to volume and page number of the previous plat which is now being resubdivided (10-IV-2.B.3.2).
- Written evidence of property owners concurrence in accordance with the provisions of Article 974a of the Vernon's Annotated Civil Statutes for the State of Texas. 10-IV-2.B.3.3
- 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
- The 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

**Inside the city limits**

Complete N/A

- Indicate the boundaries of all drainage easements, the one hundred (100) year flood plain, and designated flood way. If the subdivision or a portion thereof is in a flood-prone area, the developer will be required to comply with provisions of the City's flood plain management ordinances. A Registered Professional Engineer with the following statement must certify this information:  
*"The fully developed, concentrated storm water runoff resulting from the one hundred (100) year frequency storm is contained within the drainage easements shown and or public right-of-way dedicated by this plat. "*  
 On each lot in the flood plain the base flood elevation (BFE) shall be indicated. Vertical benchmarks tied to U.S.G.S. Vertical datum of 1929 or the City of Kerrville's Coordinate System shall be shown on the plat. 10-IV-2.B.3.a.2
- Not required on plat: Existing water well (Circle: operative, inoperative). Ordinance # 2000-07

**Please submit the following at least 48 hours prior to the scheduled meeting in which the plat is to be considered by the Commission. Otherwise, the item may be pulled from the schedule agenda. (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 1<sup>st</sup> tax certificate, \$4 each additional
  - \$71 flat fee for plat
  - Example: plat + 2 tax certificates = \$91
  - Check payable to the "Kerr County Clerk"

Complete N/A

- Financial guarantee, such as an irrevocable letter of credit, if improvements listed in Article 10-IV-4 of the Subdivision Ordinance are required and not constructed in a satisfactory manner and approved by the City Engineer prior to the final plat.

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 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: \_\_\_\_\_