

CITY OF UNIVERSAL CITY
Development Services Department
2150 Universal City Blvd, Universal City, TX 78148
(210) 659-0333

PLAT SUBMITTAL REQUIREMENTS

All subdivision plats, re-plats, correction and amending plats shall be submitted by the first Monday of each month, or sooner, for consideration the following month by the Planning and Zoning Commission. An application and applicable fees are required with the prepared plat submittal. Please contact the Development Services Department for the plat application or visit the Document Center of the Development Services Department at www.universalcitytexas.com . Plat processing takes a *minimum* of 4 to 6 weeks.

The following information is required for preliminary plat consideration. All submittals shall be forwarded to the Development Services Department at the Universal City Municipal Offices.

PRELIMINARY PLAT REQUIREMENTS:

1. Three copies of preliminary plat, blue or black line prints.
2. Fees as applicable. A list of fees follows:
 - A. New Subdivision Plat: \$750.00* + \$1.00 per acre + \$82.00 per Page for Recording (Bexar County) **
 - B. Replat : \$500.00* + \$1.00 per acre + \$82.00 per Page for Recording (Bexar County) **
 - C. Correction/Amending: \$ 75.00* + \$82.00 per Page for Recording (Bexar County) **
 - D. Plat Deferral: \$100.00 (Bexar County) **

* Per Section 1-4-40(O) of the City Code, all costs incurred by the City beyond that of the filing fee (i.e., \$82 or \$121 recording fee per sheet) shall be paid by the applicant in full prior to recording the plat. Note the initial fee (\$75, \$100, \$500 or \$750) is intended to cover engineering review and administrative costs associated with the project; however, the applicant shall be invoiced for associated engineering and administrative costs incurred by the City above the initial fee. All fees must be paid in full before any plat will be recorded with either Bexar or Guadalupe County Records.

** Filing fees for plats recorded in Guadalupe County are \$121.00 for the first page and \$100.00 for each additional page.

3. Replat requests that have had a residential zoning within the last five years may require notification of property owners within two hundred feet (200 ft) and a public hearing. Contact the Development Services Department for scheduling and application deadline requirements or visit our website at [www.universalcitytexas.com/Departments/ Development Services](http://www.universalcitytexas.com/Departments/Development%20Services).
4. Preliminary and Final Plats shall be reviewed and approved by the following

agencies: It is the project surveyors/engineers responsibility to submit a copy of the proposed plat to the agencies.

- A. Centerpoint Energy Entex Gas Company, ATTN: Devin Kleinfelder, polo.solis@centerpointenergy.com
- B. City Public Service Energy, Subdivision Planning, 134 Navarro, San Antonio, TX 78205, (210) 353-2222.
- C. Time Warner Cable, Planning Dept., Mark Marcum, West-Engineering-RELO@twcable.com. (210-352-4300.
- D. AT & T, sotxplatreview@att.com
- E. San Antonio River Authority (SARA)*, 100 E. Guenther, San Antonio, TX 78283, Attn: John Gomez (210) 302-4200. Verify if your project is located within this jurisdiction.
- F. Cibolo Creek Municipal Authority (CCMA)*, 100 Dietz Rd., Schertz, TX 78154 (210) 658-6241. Verify if your project is located within this jurisdiction.
- G. Texas Department of Transportation, District Office, 4615 NW Loop 410, P.O. Box 29928, San Antonio, TX 78284-3601 (210) 615-5865. Plat submittals to TXDOT are only for properties adjacent to a state highway.

*The applicable wastewater agency is determined by the location of the property being platted. For assistance in determining the appropriate agency, please call the Development Services Department at City Hall or call the agency directly.

5. Tax Certificates from the following agencies:

- A. Bexar County Tax Office, Tax Assessor Collector, Vista Verde Plaza, 233 N. Pecos, P.O. Box 839950, San Antonio, TX 78283-3950, (210) 335-2251
- B. Judson ISD, Tax Office, 8012 Shin Oak Dr., Live Oak, TX 78233 (210) 659-9630
- C. Schertz Cibolo Universal City ISD, Tax Office, 1060 Elbel Rd., Schertz, TX 78154, (210) 945-6216

The applicable school district is determined by the location of the property being platted. For assistance in determining the appropriate school district, contact the Development Services Department. Be aware that all taxes must be paid in full before any plats, replats, or amended plats can be filed at Bexar County Records. In some instances, two years worth of property taxes may need to be paid before the filing documents at Bexar County Records.

- 6. Letter from the owner of the property or properties being platted, which authorizes the city to record the final plat with Bexar County.
- 7. Engineering drawings as they may apply to new construction of the

subdivision.

8. Performance and Maintenance Bonds as they may apply to construction of the subdivision. Bond forms are provided by the Department of Development Services.
9. Pre-Construction meeting(s) as they may apply to new construction of the project.

FINAL PLAT REQUIREMENTS:

1. Provide an original of the final plat and one reproducible with signatures of owner, project engineer, surveyor and notary(s) as necessary.
2. Provide 3 blue or black line prints of original plat and return the original, reproducible and prints to The City offices for recording. The City will file all documents with Bexar County.
3. Provide electronic files of the final subdivision plat and related utility plans in AutoCAD DWG format. The drawings shall be projected in State Plane coordinates with NAD 83 as the horizontal datum. Elevations should reference the NAVD88 vertical datum. The zone is Texas South Central FIPS 4204;

OR pay the following fee(s):

Electronic Format per Subdivision Plat/Construction Drawings:
\$350.00 for 10 lots and/or \$35.00 per lot thereafter per unit.

This information is provided as a check list for standard plat submittals. For detailed information regarding platting and subdivision requirements, please refer to Subdivision Ordinance 559. Any questions, please contact the Development Services Department at (210) 659-0333.

Updated 8/2019