

Resolution 2023-13-R

Exhibit A

DEVELOPMENT MANUAL

Subdivision

City of Saint Hedwig

2023 - 2024 Submittal Calendar Subdivision Plat

Because of specific legal timelines relating to processing and acting on subdivision plats, we require submittals and resubmittals to be submitted on specific dates that correspond to Planning & Zoning Commission meeting times. We will not accept subdivision plat applications outside of these submittal dates.

All applications must be submitted complete and before 3:00 p.m. on the dates listed below to:

City of Saint Hedwig
13065 FM 1346
Saint Hedwig, TX 78152
cityhall@sainthedwigcity.com

New Application Submittal Date	Conditionally Approved or Disapproved Resubmittal Date	P&Z Meeting Date
January 17, 2023	January 31, 2023	February 21, 2023
February 15, 2023	February 28, 2023	March 14, 2023
March 20, 2023	March 28, 2023	April 18, 2023
April 17, 2023	April 25, 2023	May 16, 2023
May 15, 2023	May 30, 2023	June 13, 2023
June 19, 2023	June 27, 2023	July 18, 2023
July 17, 2023	July 25, 2023	August 15, 2023
August 21, 2023	August 29, 2023	September 19, 2023
September 18, 2023	September 26, 2023	October 17, 2023
October 16, 2023	October 31, 2023	November 14, 2023
November 20, 2023	November 28, 2023	December 19, 2023
December 18, 2023	December 26, 2023	January 16, 2024
January 16, 2024	January 30, 2024	February 13, 2024

* All dates are subject to change

** All applications must be submitted complete and before 3:00 p.m.



CASE # _____

DATE SUBMITTED: _____

**CITY OF ST. HEDWIG
APPLICATION TO BOA FOR VARIANCE**

(PLEASE PRINT OR TYPE)

NAME OF APPLICANT: _____

MAILING ADDRESS: _____

PHONE: _____ RESIDENCE: _____ BUSINESS: _____

STATUS OF APPLICANT: OWNER: _____ AGENT: _____ (IF AGENT, ATTACH LETTER OF AUTHORIZATION.)

PROPERTY DESCRIPTION

PHYSICAL ADDRESS: _____ LEGAL DESCRIPTION: _____

CURRENT ZONING: _____ PROPOSED ZONING: _____

EXISTING USE: _____ PROPOSED USE: _____

ACRES/SQ. FT.: _____ DOES OWNER OWN ADJACENT PROPERTIES? _____

REQUESTED BOARD ACTION: _____ SPECIAL EXCEPTION: _____ VARIANCE: _____

PURPOSE OF REQUEST: _____

(SEE ATTACHED SHEET FOR JUSTIFICATION ON GRANTING A VARIANCE. IF ADDITIONAL SPACE IS NEEDED FOR A SUMMARY OF REASON FOR REQUEST, ATTACH AN ADDITIONAL TYPED OR PRINTED SHEET.)

I hereby certify that I have read and examined this application and the attached instruction sheet and know the information I have provided to be true and correct. All provisions of laws and ordinances governing this application will be complied with whether specified herein or not. The granting of a variance or special exception does not presume to give authority to violate or cancel the provisions of any other state or local law regulating the use of property.

APPLICANT'S SIGNATURE

STATE OF TEXAS
COUNTY OF BEXAR

BEFORE ME, a Notary Public in and for the State of Texas, on this date personally appeared _____ who duly states that all facts in this application are true to the best of his knowledge.

SWORN TO AND SUBSCRIBED before me this the _____ day of _____, 20____.

NOTARY PUBLIC

APPLICATION FOR VARIANCE
INSTRUCTION SHEET

1. Complete the application form.
2. **Include the nature and effect of the proposed variance on the application form or an attachment.**
3. Include an approved plat. In lieu of such a plat, a map showing the site plan and all structures, and all public and private rights-of-way and easements bounding and intersecting the property under consideration would be accepted.
4. Include a list of all property owners within five hundred feet (500') of the property under consideration.
5. A fee in the amount of \$300.00 must accompany the application. It must be in the form of a certified or cashier's check payable to the City of St. Hedwig.
6. In the event the variance is **denied** by the Board of Adjustments, the only other recourse is to file a petition with District Court.
7. The Board of Adjustments meets as needed, on a case by case basis.

NOTE: The approximate processing time is four to six weeks from the time we receive your completed submittal.



CASE # _____

DATE SUBMITTED: _____

**CITY OF ST. HEDWIG
APPLICATION FOR VARIANCE TO CITY COUNCIL**

(PLEASE PRINT OR TYPE)

NAME OF APPLICANT: _____

MAILING ADDRESS: _____

PHONE: _____ RESIDENCE: _____ BUSINESS: _____

STATUS OF APPLICANT: OWNER: _____ AGENT: _____ **(IF AGENT, ATTACH LETTER OF AUTHORIZATION.)**

Email: _____

PROPERTY DESCRIPTION

PHYSICAL ADDRESS: _____ LEGAL DESCRIPTION: _____

CURRENT ZONING: _____ PROPOSED ZONING: _____

EXISTING USE: _____ PROPOSED USE: _____

ACRES/SQ. FT.: _____ DOES OWNER OWN ADJACENT PROPERTIES? _____

REQUESTED BOARD ACTION: _____ SPECIAL EXCEPTION: _____ VARIANCE: _____

PURPOSE OF REQUEST: _____

(SEE ATTACHED SHEET FOR JUSTIFICATION ON GRANTING A VARIANCE. IF ADDITIONAL SPACE IS NEEDED FOR A SUMMARY OF REASON FOR REQUEST, ATTACH AN ADDITIONAL TYPED OR PRINTED SHEET.)

I hereby certify that I have read and examined this application and the attached instruction sheet and know the information I have provided to be true and correct. All provisions of laws and ordinances governing this application will be complied with whether specified herein or not. The granting of a variance or special exception does not presume to give authority to violate or cancel the provisions of any other state or local law regulating the use of property.

APPLICANT'S SIGNATURE

STATE OF TEXAS
COUNTY OF BEXAR

BEFORE ME, a Notary Public in and for the State of Texas, on this date personally appeared _____ who duly states that all facts in this application are true to the best of his knowledge.

SWORN TO AND SUBSCRIBED before me this the _____ day of _____, 20____.

NOTARY PUBLIC



DATE SUBMITTED: _____

**CITY OF SAINT HEDWIG
APPLICATION TO THE CITY COUNCIL FOR SPECIAL USE PERMIT**

PLEASE PRINT OR TYPE

Name of Applicant: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Status of Applicant: _____

PROPERTY DESCRIPTION

Physical Address: _____

Current Zoning: _____

Existing Use: _____

Acres: _____

Requested Action: _____

Purpose of Request:

(See attached sheet for justification on granting a special use permit. If additional space is needed for a summary of reason for request, attach an additional typed or printed sheet.?)

I hereby certify that I have read and examined this application and the attached instruction sheet and know the information I have provided to be true and correct. All provisions of laws and ordinances governing this application will be complied with whether specified herein or not. The granting of a special use permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating the use of property.

Applicant's Signature

**State of Texas
County of Bexar**

Before me a Notary Public in and for the State of Texas, on this date personally appeared who duly states that all facts in this application are true to the best of his knowledge.

Sworn to and subscribed before me this _____ Day of _____, _____

Notary Public _____



Case# _____

Date Submitted: _____

CITY OF SAINT HEDWIG APPLICATION FOR CHANGE IN ZONING

Name of Applicant: _____

Mailing Address: _____

Home phone: _____ Cell Phone: _____

Status of Applicant. Owner: _____ Agent _____ (if Agent, attach letter of authorization)

PROPERTY DESCRIPTION

Physical Address: _____ Legal Description: _____

Current Zoning: _____ Proposed Zoning: _____

Existing Use: _____ Proposed Use: _____

Acres/Sq. Ft: _____ Does owner own adjacent properties? _____

Requested board Action: _____

Purpose of request: _____

(See attached sheet for justification on granting a variance. If additional space is needed for a summary of reason for request, attach an additional typed or printed sheet.)

I hereby certify that I have read and examined this application and the attached instruction sheet and know the information I have provided to be true and correct. All provisions of laws and ordinances governing this application will be complied with whether specified herein or not. The granting of a variance or special exception does not presume to give authority to violate or cancel the provisions of any other state or local law regulating the use of property.

Applicant's Signature

STATE OF TEXAS
COUNTY OF BEXAR

BEFORE ME, a Notary Public in and for the State of Texas, on this date personally appeared _____ Who duly states that all facts in this application are true to the best of his knowledge.

SWORN TO AND SUBSCRIBED before me this _____ day of _____, 20____.

Notary Public



City of Saint Hedwig Submission of Preliminary plat

A. Procedures for Submission

1. 3 paper copies of the preliminary plat, plus an electronic copy.
2. A preliminary water distribution and sanitary sewer plan, including proposed pipe sizes and grading

B. Formal Application and filling fee

The Preliminary plat shall be accompanied by the appropriate filling fee established by City Council and set forth in the Schedule of fees. The Commission shall take no action on the plat until the filing fee has been paid. This fee shall not be refunded should the subdivider fail to make formal application for preliminary plat approval in writing to the Mayor or his/her representative by the date on the Subdivision Plat Submittal calendar prior to the Planning and Zoning Commission meeting at which the plat is to be considered.

C. Form and Content of Plat

The Preliminary plat of a proposed subdivision shall be prepared by a registered public surveyor and bear his/her seal. The plat shall show or be accompanied by the following information:

1. The plat shall be drawn to a scale of one inch to 100 feet or one inch to 50 feet. . The preliminary plat shall generally include all of the tract intended to be developed at one time. When more than one sheet is necessary, an index sheet showing the entire subdivision at a scale of one inch to 400 feet shall be attached to the plat.
2. The name of the subdivision, which shall not duplicate the name of an existing or pending subdivision.
3. A complete legal description by metes and bounds of the land being subdivided. The existing boundary lines shall be drawn wide enough to provide easy identification.
4. The names and addresses of the owners of record.
5. A location map showing the relation of the subdivision to well-known streets in all directions.
6. North point, with north to the top of the sheet if possible, and the bearing of record.
7. Name and location of adjacent subdivisions, watercourses on or adjacent to the proposed subdivision, and the property lines and names of the property owners in all adjoining unsubdivided tracts. ··
8. The total acreage and total number of lots in the proposed subdivision.

9. The location, right-of-way width, name, and description of all existing or recorded streets, alleys, or other transportation features or similar reservations which are within or adjacent to the subdivision, as determined from existing records.
10. Two-foot contour interval surveys tied to City Control Monuments or USGS Benchmarks. Where conditions exist that make the use of two-foot contours impractical, alternate intervals may be used upon approval of the Mayor or his/her representative.
11. The location of the City Limit lines and the outer border of the City's extraterritorial jurisdiction if either transverse the subdivision or is contiguous to a subdivision boundary.
12. The location of building setback lines, including front, rear and side setback lines shown by dashed lines on the plat.
13. A number to identify each lot and each block, the approximate width and depth of each lot, and a note of the approximate area of the smallest lot.
14. The centerline of watercourses, creeks and existing drainage structures within and adjacent to the subdivision. Pertinent drainage data and the limits of areas subject to flooding shall be shown, delineating the 25-year and the 100-year flood if applicable.
15. A preliminary erosion control and construction sequencing plan.
16. A note as to whether any part of the subdivision is located within a drainage basin which is upstream from a City water supply lake, and if so, a map at a convenient scale showing the location of the entire subdivision in relation to the drainage basin.
17. If the subdivision is located within a drainage basin which is upstream from a City water supply lake, calculations showing the maximum allowable area covered by impervious surfaces in the area of the subdivision.
18. The location and results of percolation tests shall be shown on each lot which is to utilize an on-site wastewater disposal system. The name and address of the person performing such percolation tests shall be noted on the plat.
19. The locations, dimensions and purposes of all recorded and proposed easements.

Staff Review.

City staff will inspect the preliminary plat to see that it conforms with all the requirements of this ordinance. The subdivider or his/her representative will be informed in writing by the City Manager or his/her representative of any deficiencies in the preliminary plat.

Approval by the City Council

The City Council shall conditionally approve or disapprove the preliminary plat within 30 days of the date on which a complete plat submission is received by the City Manager or his/her representative. Approval of the preliminary plat shall not constitute final acceptance of the final plat but is authority to proceed with the preparation of the final plat. If any major changes are required by the City Council, the Council may require submission of another preliminary plat.

Approval of the Preliminary Plat shall lapse one year from the date of initial approval.



PRELIMINARY PLAT APPLICATION

PROPERTY DESCRIPTION:

Proposed Subdivision Name: _____

Blocks and Lots: _____

General Property Location (Street name and block number or nearest cross street): _____

Current Legal Description (abstract and tract number): _____

Acreage: _____ Intended Land Use: _____

Current Zoning (including the number of acres contained within each district): _____

Proposed Zoning (including the number of acres to be contained within each district): _____

Are any modifications to public facilities required with this proposed facility? Yes No

PROPOSED BUILDING STATISTICS:

Number of Lots Proposed:

Single Family Lots _____

Commercial Lots _____

Industrial Lots _____

Other (Specify): _____

Smallest Lot:

Lot# _____

Lot Size: _____

Largest Lot: _____

Lot# _____

Lot Size: _____

Average Lot Size: _____

If Residential:

Number of Units: _____

Acres: _____

Density (units/Acre): _____

SIGNATURES:

Property Owner/Agent: Name: _____

Signature: _____

Mailing Address: _____

City: _____ State: _____

Zip Code _____

Telephone () _____

Email: _____

Developer:

Name: _____

Signature: _____

Mailing Address: _____

City: _____ State: _____

Zip Code _____

Telephone () _____

Email: () _____

Design Engineer or Land Planner:

Name: _____

Signature: _____

Mailing Address: _____

City: _____ State: _____

Zip Code: _____

Telephone: () _____

Email: _____

Surveyor:

Name: _____

Signature: _____

Mailing Address: _____

City: _____ State: _____

Zip Code: _____

Telephone: () _____

Email: _____

ACKNOWLEDGMENTS

I, the undersigned, being the property owner of record, hereby make application for approval of the attached Plat or Land Plan.

Property Owner's Signature_____
Date_____
Property Owner's Name, printed**OFFICE USE ONLY:**

Fee Paid	Received by:	Date Received	Case Number



City of Saint Hedwig Submission of Final Plat

PROCEDURES FOR SUBMISSION

No final plat shall be considered unless a preliminary plat has first been submitted to and approved by the City Council. The final plat and accompanying data shall conform to the preliminary plat as conditionally approved by the City Council, incorporating any and all changes, modifications, alterations and corrections required by the Commission. The subdivider shall provide the following at least 31 calendar days prior to the Commission's consideration of the final plat:

1. 3 paper copies copy of the final plat
2. Three detailed sets of plans and specifications bearing the seal and signature of a registered professional engineer, together with detailed cost estimates of all submission improvements.
3. A digital file of the Final Plat in a format specified by the City Manager or his/her representative.

The subdivider shall submit to the City Manager or his/her representative a formal application for final plat approval, accompanied by the appropriate filing fee established by City Council as set forth in the Schedule of fees. The City Council shall take no action on the plat until the filing fee has been paid, by the date on the Subdivision Plat Submittal Calendar.

FORM AND CONTENT OF PLAT.

The final plat shall be drawn in India ink on tracing cloth, nylon or comparable substitute sheets, 18 inches by 24 inches, and to a scale of either one inch to 100 feet or one inch to 50 feet. Where more than one sheet is required, an index sheet of maximum size 18 by 24 inches shall be filed showing the entire subdivision, and all scales shall be uniform. The following information must be shown on or must accompany the plat:

1. Name of the subdivision, north arrow, the name of the landowner or owners, the name of the registered surveyor and/or engineer responsible for the preparation of the plat, scale, location map, total acres in the subdivision, and the location of the subdivision in reference to an original corner of the original survey of which said land is a part.
2. Certificate, signature, and seal of the licensed surveyor who surveyed the land (see Exhibit A).
3. Certificate, signature, and seal of the engineer, except when the plat does not require engineering considerations (see Exhibit A).
4. A certificate of ownership and dedication to the City of all streets, easements, alleys, parks, playgrounds or other dedicated public uses, signed and acknowledged before a notary public by the owners and by any holders of liens against the land (see Exhibit A).
5. Certificate of approval to be signed by the Chair and the Secretary of the Commission (see Exhibit A)
6. Certificate for recording the plat in the Bexar County Clerk's office.
7. names and property lines of adjoining subdivisions and the property lines and names of property owners in contiguous unsubdivided tracts.

8. The name and location of adjacent streets, alleys, easements, watercourses, and other required information, all lines outside of the subdivision boundaries to be dashed.
9. The names of all proposed streets and the locations and right-of-way widths of all proposed streets and alleys.
10. Complete curve data (delta, arc length, radius, tangent, point of curve, point of reverse curve, point of tangent, long chord with bearing) between all lot corner pins.
11. Locations, dimensions, and purposes of any easements or other rights-of-way to be dedicated to public use.
- 12a Lot and block lines, numbers of all proposed lots and blocks, dimensions for front, rear, and side lot lines, and the street address of each lot.
13. The use classification of each street based on the street definitions in this ordinance.
14. The building setback lines for each lot.
15. Plat notes indicating the location of sidewalks on both sides of all streets (except where sidewalks are not required by this ordinance) and the installation of double swing gates across all utility easements.
16. If applicable, the boundaries of the 100-year flood plain and floodway.
17. Subdivisions in an area having special flood hazards shall show on the plat:
 - (1) A flood zone for that area which is subject to inundation by the 100-year flood.
 - (2) The surface elevation of the 100-year flood at intervals of every 500 lineal feet. This must be based on a certified engineering survey taking into consideration the full development of the watershed.
18. Minimum slab elevations of all lots that fall within the 100-year flood plain.
19. If applicable, the limits of any water supply protection zone and plat notes to implement the zone requirements.
20. If applicable, plat notes restricting the percentage of the area of each lot which may be covered in impervious surfaces.
21. Other appropriate plat notes (see Exhibit A).
22. Appropriate easement notes (see Exhibit A).
23. A final erosion control and construction sequencing plan.
24. Certified tax statement indicating that all taxes have been paid.
25. Letter of Certification from City Public Service or other gas and electric provider.
26. Letter of Certification from water purveyor if not served by private wells.
27. Letters of review from Southwestern Bell and cable TV provider, if applicable.
28. Indicate on the plat the potable water supply (i.e., public water system or private well).
29. Letter of Review from Texas Department of Transportation and/or Bexar County Public Works, if applicable.
30. Provision for drainage channel maintenance (i.e., ingress/egress, mowing and repair).
31. Indicate method of disposal for wastewater.

FINANCIAL GUARANTEES

A. Required Performance Bond

At least three working days prior to consideration of the final plat by the Planning and Zoning Commission, the subdivider shall file with the Mayor or his/her representative either an irrevocable letter of credit, a cash deposit, a savings assignment, or a performance bond, in an amount equal to the estimated cost of the utility and street improvements to be made in the subdivision by the subdivider, including the cost of erosion control during construction. Such bond or other financial guarantee shall be for the faithful performance, installation, and completion of such improvements.

B. Adjustment of Bond/Deposit

As soon as possible after approval of the final plat, but prior to the start of construction, the subdivider shall provide the Mayor or his/her representative an executed copy of the utility and street construction contracts or a notarized statement certifying the final contracts. so that the City may substantiate the estimated cost of improvements. The performance bond/deposit shall be adjusted to reflect the actual construction costs.

C. Reduction and Expiration of Bond.

The performance bond/deposit may be reduced from time to time as portions of the improvements are completed and accepted. The bond/deposit shall bear an expiration date of at least one year and shall be retained by the City Manager or his/her representative until all improvements have been completed and accepted by the City.

D. Payment Bond

If all improvements have not been completed and accepted by the City 30 days prior to the expiration of the performance bond/deposit, the Mayor or his/her representative shall present the bond/deposit for immediate payment.

APPROVAL OF FINAL PLAT

A. City Council review and Approval.

The City Council shall review the final plat. Prior to final plat approval, City staff shall furnish the Council a report concerning utility and street construction plans, bonding requirements and filing fees. When the Council is satisfied that all conditions and requirements have been met, the Council shall approve the plat.

B. Filing Requirements

The subdivider shall file the approved final plat for record and provide the City with two reproducible recorded tracings of the final plat within 10 days of the City Council meeting at which the final plat is approved.

C. Disapproved Plats.

Should the final plat as submitted fail to meet the conditions of Subdivision Ordinance the City Council shall disapprove the plat and note its disapproval in the minutes of the City Council Meeting.



FINAL PLAT APPLICATION

PROPERTY DESCRIPTION:

Proposed Subdivision Name: _____

Blocks and Lots: _____

General Property Location (Street name and block number or nearest cross street): _____

Current Legal Description (abstract and tract number): _____

Acreage: _____

Intended Land Use: _____

Current Zoning (including the number of acres contained within each district): _____

Proposed Zoning (including the number of acres to be contained within each district): _____

Are any modifications to public facilities required with this proposed facility? Yes No

PROPOSED BUILDING STATISTICS:

Number of Lots Proposed:

Single Family Lots _____

Commercial Lots _____

Industrial Lots _____

Other
(Specify): _____

Smallest Lot:

Lot# _____

Lot Size: _____

Largest Lot: _____

Lot# _____

Lot Size: _____

Average Lot Size: _____

If Residential:

Number of Units: _____

Acres: _____

Density (units/Acre): _____

SIGNATURES:

Property Owner/Agent:

Name: _____

Signature: _____

Mailing Address: _____

City: _____ State: _____

Zip Code _____

Telephone () _____

Email: _____

Developer:

Name: _____

Signature: _____

Mailing Address: _____

City: _____ State: _____

Zip Code _____

Telephone () _____

Email: () _____

Design Engineer or Land Planner:

Name: _____

Signature: _____

Mailing Address: _____

City: _____ State: _____

Zip Code: _____

Telephone: () _____

Email: _____

Surveyor:

Name: _____

Signature: _____

Mailing Address: _____

City: _____ State: _____

Zip Code: _____

Telephone: () _____

Email: _____

ACKNOWLEDGMENTS

I, the undersigned, being the property owner of record, hereby make application for approval of the attached Plat or Land Plan.

Property Owner's Signature

Date

Property Owner's Name, printed

OFFICE USE ONLY:

Fee Paid	Received by:	Date Received	Case Number