



Application for Subdivision Plat Review

Name of Subdivision: _____ Gross Acres: _____

Commercial _____ Lots
School _____ Lots
Industrial _____ Lots

Residential _____ Lots
Multifamily _____ 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



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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
- _____ 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 for application, plan review, and processing fee
- _____ 5 folded full set of plans (plat, utilities, topo, paving & drainage)
- _____ Cost Estimate
- _____ 2% Inspection Fee (Additional 2% Inspection Fee will be collected prior to obtaining Notice to Proceed from the City of San Juan.)

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Note: A COPY OF THE PLAT WILL 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 1st 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: ☐