



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: _____

Monica Gomez,
Director of Planning
and Zoning

Alfredo De Leon,
Interim 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
- _____ 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.)

Monica Gomez,
 Director of Planning
 and Zoning

Alfredo De Leon,
 Interim 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 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: