

SANTA FE SUBDIVISION APPLICATION

Submittal Date (all documents received on): _____

Please Note: A subdivision application is not complete unless the application, plat drawings and supporting documentation have been received by the Community Services staff. These items cannot be accepted separately but must be delivered as a complete package. The application shall include plat drawings, a formal list of variances and request for same (when appropriate) on developer's or engineer's letterhead. Supporting drawings and documents, tax certificates and other documentation required by the ordinance and appropriate fees must be included. Missing elements will delay acceptance of the application. Drawings may be submitted informally for a preliminary review but no scheduled return dates are promised. Formal acceptance of the application will commence on the date shown as the submittal date of this application. Incomplete or flawed applications will be referred to the Planning and Zoning Commission with a staff recommendation to deny.

FEES: **Preliminary Plat \$250.00 (four lots or less) Add \$25 for each additional lot**
 Final Plat \$200 (four lots or less) Add \$10 for each additional lot
 Replat \$250
 Engineering Review (if required) is cost plus 10%

Preliminary Plat or Final Plat

PLEASE PRINT

Name of Subdivision: _____

Number of Lots _____ : Blocks: _____ : Reserves: _____

Location: _____

Property Owner Information: _____

Name/Title

(_____)

Street Address

City

State

Zip Code

Phone Number

Email Address

Developer Information (if different from Owner) : _____

Name/Title

(_____)

Street Address

City

State

Zip Code

Phone Number

Email Address

Agent/surveyor: _____

Name/Title

(_____)

Street Address

City

State

Zip Code

Phone Number

Email Address

Applicant's Signature: _____

Printed Name/Title: _____ Date: _____

Documents Submitted

- | | |
|--|--|
| ___ (2) Folded Prints for Staff Review | ___ DD#1 Review or Approval (if applicable) |
| ___ (7) Folded Prints for P&Z Commissioners
(Replats, preliminary & final plats) | ___ Title Report or City Planning letter (less than 60 days old) |
| ___ TxDot Permit (if applicable) | ___ Certified Tax Certificates (showing no delinquent taxes) |
| ___ Protective Covenants (if applicable) | ___ (2) Sets of Construction Drawings (if applicable) |
| ___ (2) Plat Mylars with signatures (after approval) | ___ Engineering Review required? |
| ___ Copies of letters of request for permission to
cross privately held easements or rights-of-ways | ___ Variance requested |

Plat type: Minor Replat Preliminary Final FEE AMOUNT: _____ Check # _____ or Cash

Fee Received by: _____ Date: _____

Tax Certificates

**To: Mr. Dwight Sullivan
Galveston County Clerk
PO Box 2450
Galveston, Texas 77553-2450**

From: Owner or Agent representing the

_____ **Subdivision,**

Santa Fe I.D. # _____.

Dear Mr. Sullivan:

The following is a complete list of all taxing authorities having jurisdiction over the referenced platting documents at the time of filing; where checked, the corresponding tax certificate is applicable and is attached:

Galveston County

Santa Fe I.S.D.

City of Santa Fe

Other (List) _____

Name of Owner or Agent (please print) _____

Title (Owner, Agent or Title, please print) _____

Name of Corporation or Partnership, when applicable _____

Signature _____ Date _____

Utility Availability
Within the City of Santa Fe and its
Extra-Territorial Jurisdiction

The _____ Subdivision, SFID# _____

located in the vicinity of _____,
address

NOTICE TO SUBDIVIDER: Failure to obtain approval from one or the other of the agencies below indicates that at least one lot in the named subdivision may fail to qualify for an approved sanitary and/or potable water system. The subdivision can not be approved until satisfactory proof is submitted that such systems can be installed on each lot. Contact the appropriate agency to determine the minimum documentation that must be submitted to assure the availability of a potable water supply and sewerage treatment. After obtaining such documentation accompanied by a letter from the agency attesting that a potable water and/or approved sewerage treatment system can be made available to the lots in question, submit a copy to the Santa Fe Development Officer.

The lots contained in this subdivision, as presented to the **Galveston County Health District** on this date, meet or exceed the minimum lot size required to install a well and/or septic system.

YES **NO**

General minimum lot size requirement for property requiring water well and septic system is one (1) acre. Minimum lot size to install a septic system when a public water supply is available is ½ acre. Other variables on the property may impact the amount of land required. The property owner is advised to seek assistance of a professional in onsite sewerage disposal (septic system).

The Galveston County Health District approves well and septic plans only on a site-specific basis or, if a pre-plotted subdivision application is submitted to the G.C.H.D., pursuant to Chapter 285 of the Texas Administrative Code Sections 285.4 and 285.5. If there are any questions concerning the permitting process or to obtain a list of approved installers or designers please contact the Galveston County Health District at (409) 938-2300.

The above referenced subdivision is eligible for installation of a

Water connection

Sewer connection

on each lot or parcel therein, upon application to **W.C.I.D. #8** and when installed in conformity to the regulations of the District. All lots must have water and /or sewer immediately available at the property lines or in the adjacent right-of-way.

Attested by:

_____, 20____
Name of District representative Title Date

For: **GCHD** **W.C.I.D.#8**