

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

**APPLICATION FOR SUBDIVISION PLAT**

CHECK ALL THAT APPLY:

Master Plan                       Preliminary Plat                       Final Plat  
 Replat                       Amending or Correction Plat                       Plat Deferral

1. Proposed Subdivision Name: \_\_\_\_\_ Unit No. \_\_\_\_\_  
Location Description Nearest Intersection: \_\_\_\_\_  
Acreage: \_\_\_\_\_ No. of Lots: \_\_\_\_\_ Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_  
Proposed Use of Property \_\_\_\_\_
2. Owner/Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_
3. Licensed Engineer/Surveyor: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_
4. List any Variances Requested: \_\_\_\_\_  
Reason(s) for Request (list hardships) \_\_\_\_\_  
\_\_\_\_\_
5. Present Use of Property: \_\_\_\_\_ Current Zoning: \_\_\_\_\_
6. City Limits: Inside  Outside  Is any part of the property in a Flood Plain? Yes  No
7. Is the property subject to any liens, encumbrances, or judgments? Yes  No  If Yes,  
provide details using a separate sheet as necessary. \_\_\_\_\_

**ADDITIONAL INFORMATION APPLICABLE TO THE PLAT TYPE:**

- All residential plats shall be accompanied by a list identifying the square footage of each lot.
- Replats shall be accompanied by a list of property owners within 200 feet of the subject property. Bexar County Tax Records shall be the source for gathering this information.
- If there is an existing structure on the property, provide a survey showing all improvements.
- Plats located on TXDOT right-of-way shall be accompanied by a TXDOT permit.
- All plats shall be accompanied by a letter from the property owner authorizing the City of Universal City to record the final plat with Bexar County.
- All plats, including Amending and Correction plats, shall be reviewed by utility agencies serving Universal City. A letter of approval from each utility agency shall accompany the plat confirming service availability to the subject property. Form provided by the City.
- All plats shall be accompanied by tax certificates from Bexar County and the appropriate school district confirming that no taxes are currently due or delinquent against the subject property.

8. PLAT FEES:

- 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 or Amending Plat      \$ 75.00\* + \$82.00 per Page for Recording (Bexar County) \*\*
- d) Plat Deferral                              \$100.00 in addition to base fees listed above (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.

9. Other fees to be collected prior to recordation of Residential and/or Commercial Subdivision Plats, Drainage Study, Utility and Infrastructure Plans, SWPPP Plans, etc.

a. Digital Scan Fee:

Size D & E sheets \$2.50 per page      No. of Pages \_\_\_\_\_ x \$2.50 = \_\_\_\_\_

8X11, 8x14, 11x 17 sheets \$0.25 per page      No. of Pages \_\_\_\_\_ x \$0.25 = \_\_\_\_\_

- b. Parkland dedication fees
- c. Detention fees-in-lieu
- d. Outstanding engineering fees

The undersigned agrees to comply with the Development Standards and Subdivision Requirements of City Ordinance 559 as adopted by the City of Universal City and that all information provided herein is true and correct to the best of his/her knowledge.

\_\_\_\_\_  
Signature of Applicant/Engineer/Surveyor

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY

Date Application Fee Received: \_\_\_\_\_ Received by \_\_\_\_\_

Amount Received: \_\_\_\_\_ Paid by Cash/Check/Credit Card

08/2019