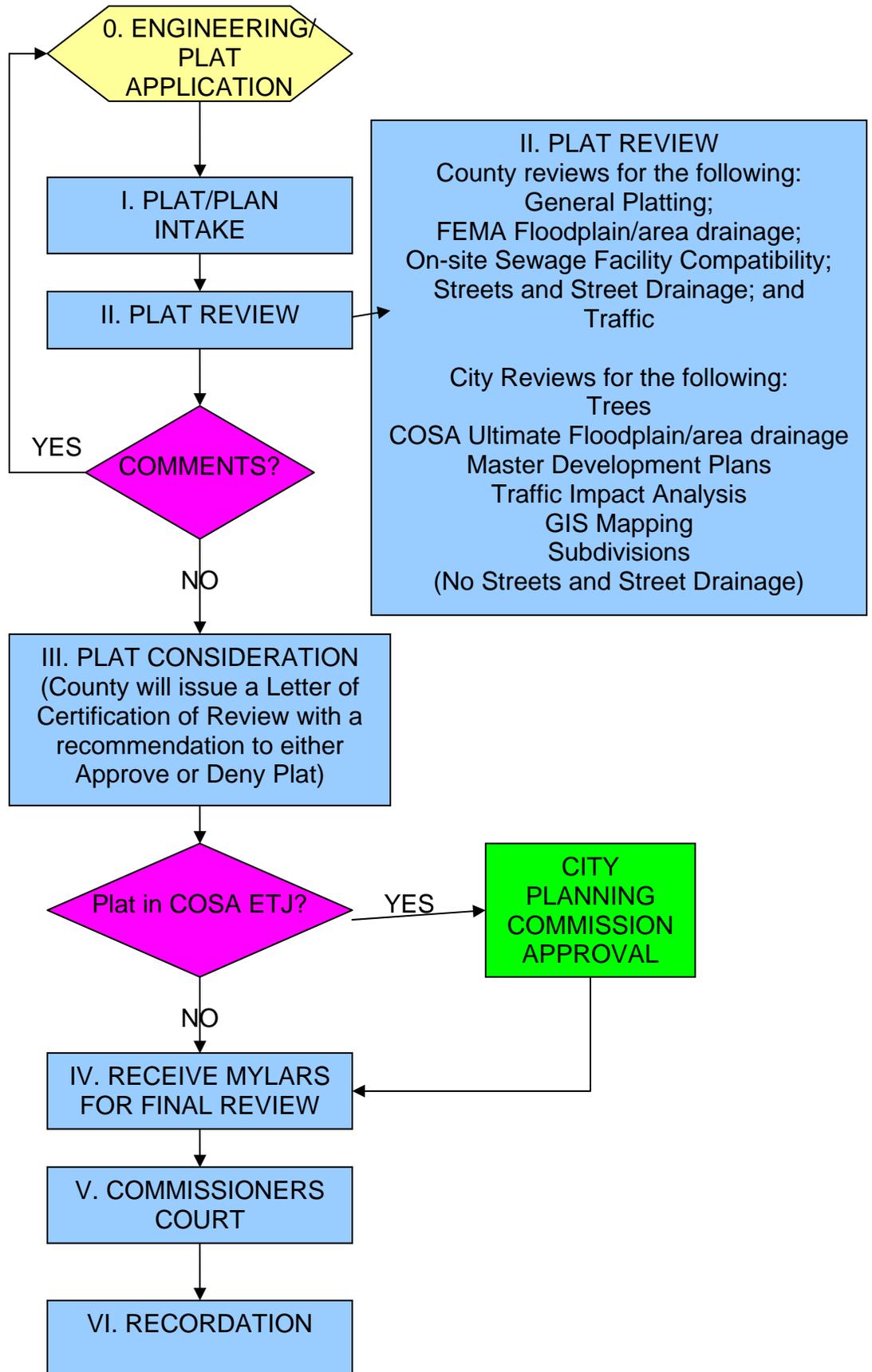


BEXAR COUNTY PLAT REVIEW PROCESS



Bexar County Plat Review Process

0. Engineering/Plat Application

The Engineering firm responsible for the layout and creation of the plat submits the plat application and review fees to the Public Works Office. (City of San Antonio when the plat is in the ETJ of City of San Antonio. The City of San Antonio will assign a plat number.)

I. Plat/Plan Intake

All Plat packages are reviewed for completeness. Review of a plat will not begin until all applicable materials are submitted for review (e.g. plats, plans, reports, digital files, etc.) Complete packages are entered into County Plat Database/TPLT and distributed to program sections for review.

II. Plat Review

Plats are reviewed for completeness, engineering accuracy and compliance with platting regulations. If there are any items that require correction, do not comply with engineering and safety standards, or do not comply with local subdivision plat regulations, comments will be generated by the appropriate program area. Program Areas are sections of review that check the plat for separate, although closely related and sometimes overlapping, subject matters. These program areas are: General Platting, Streets and Drains, Floodplains, Traffic and Environmental (on-site sewer facilities.) Program areas will review to the requirements of the Uniform Development Code of the City of San Antonio. Once all of these Program Areas have completed their reviews, they will either: generate comments for the engineer to address and resubmit a revised plat/plan package, recommend approval of the plat package, or recommend denial of the plat package. Plats that are recommended for denial have reached a point where the county and engineer do not agree on certain technical merits of the plat or construction plans and require a variance action by the (City of San Antonio if in the ETJ and) Commissioners Court to decide if the plat is approved or denied.

IV. Plat Consideration

A plat package will undergo one of two procedures before submittal to Commissioners Court depending on its location within the unincorporated area of the County:

- 1) If the Plat lies within the ETJ (Extraterritorial Jurisdiction) of the City of San Antonio, it must also be processed by the City of San Antonio Development Services Department/Public Works and approved by the City Planning Commission. A Letter of Certification (LOC) is generated by Bexar County for the plat to proceed to the City of San Antonio for consideration. Bexar County will generate such an LOC after all program areas have reviewed the plat/plan package. The LOC will state that the plat/plan package has been reviewed and will state a recommendation for approval or denial. Once a plat is approved by the City Planning Commission, mylars (final plat copies) are sent from city offices to the County Office for submission to Commissioner's Court.
- 2) If the Plat lies outside of the City of San Antonio's ETJ, mylars will be received by the County office directly from the Engineer and prepared for submission to the Commissioners Court.

V. Commissioners Court

Once mylars have been received, a final review of the plat mylars is conducted by the County Development Services Staff before they are submitted to the Commissioners Court. Plats are added to the Court agenda as soon as they have been prepared. Once approved by the Court, they will be signed by the County Judge and County Clerk and are ready for recordation.

In the case of Minor or Amending plats, the Executive Director of the Infrastructure Services Department will certify the plats on behalf of the County Judge.

VI. Recordation

After review and approval by Commissioners Court, (Executive Director for minor and amending plats) the plat will be sent for recordation upon payment of recordation fees. Plats will be recorded by County staff (or City of San Antonio Staff if in COSA's ETJ) and fees will be paid to County Staff (or City Staff at the time the plat application is made to COSA). Copies of recorded plats will then be available from the Deed Records Division of the Clerks office in the County Courthouse.