

TO: Developers, Engineers, and Interested Parties
FROM: Lindsey Wheeler, City Administrator
DATE: July 1, 2025
SUBJECT: Final Plat Submission & Approval Procedures – City of La Vernia

This memo is intended to outline the official requirements and process for submitting and securing approval of a **Final Plat** within the City of La Vernia, per the City's Subdivision Ordinance.

I. Requirements Prior to Approval by Planning & Zoning Commission

Before the Planning & Zoning Commission can consider approval of a final plat, the developer must submit the following **complete and detailed construction plans and written specifications** for review:

1. Water Distribution System Plans

- Size and location of all proposed and existing water mains, service lines, valves, and hydrants.
- Method of connection to the City's existing water system.

2. Sanitary Sewer System Plans

- Plan and profile of proposed and existing sanitary sewer lines, laterals, and manholes.
- Method of connection to the City system or temporary treatment facility plans.

3. Stormwater Drainage System Plans

- Detailed drainage layout, including erosion/sediment control measures and system tie-in to City infrastructure.

4. Bridges or Culverts

- Structural plans/profiles showing deck, railings, reinforcing steel, approaches, and materials.

5. Streets and Alleys

- Rights-of-way widths, roadway widths, curb gradients, inlet locations, and pavement type.

All plans listed above must be reviewed and approved in writing by the City Engineer prior to the Planning & Zoning Commission's action.

II. Final Plat Approval Process

- Once the complete plat and required documentation are submitted, the Planning & Zoning Commission will render a decision within **30 days** of filing.
 - The Commission may:
 - Approve the plat,
 - Conditionally approve it (with written explanation), or
 - Disapprove it (with written explanation).
 - If conditionally approved, the applicant may revise and resubmit for final approval. Upon compliance, the Commission will sign the plat within **10 days** of resubmission.
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III. Requirements Prior to Plat Recordation

Before a final plat can be recorded with the County Clerk:

- The developer must either:
 - Construct all required public infrastructure **or**
 - Provide a security in lieu (e.g., **performance bond, letter of credit, or escrow funds**) as per **Sec. 30-309**.

Upon completion of improvements or acceptance of a security, the plat may proceed to recordation. At that time, the developer must also submit:

- A **check payable to the County Clerk** for recording fees;
 - **Tax certificates** from the city, county, and school district showing zero taxes due;
 - A signed **dedication of land for public use**, where applicable.
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IV. Next Steps

Please ensure all submittals and communications follow the outlined process to prevent delays in approval or recordation. For further clarification, consult with the City Engineer or contact City Hall directly.

Thank you for your attention and cooperation.