



Date: Wednesday, February 14, 2024

BETH ANN FOREST
FOREST SURVEYING AND MAPPING
1002 ASH ST
GEORGETOWN 78626
bethann@forestsurveying.com

Permit Number 2024-P-1620-SF
Job Address: 15509 SCHMIDT LOOP, MANOR 78653

Dear BETH ANN FOREST,

Staff has completed its review of plans for the Gomez Subdivision Short Form Final Plat that is to be located at 15509 SCHMIDT LOOP, MANOR 78653. Comments from this review follow.

City Planning Review

The following comments have been provided by Michael Burrell. Should you have any questions or require additional information regarding any of these comments, please contact Michael Burrell by telephone at (512) 215-8158 or by email at mburrell@manortx.gov.

- Upload the plat so that we may review it
- provide mailing labels for a property owners within 300 ft of the property
- ensure everything needed for a short form final plat submittal is provided in this project. A checklist will be provided.

Please revise the project plans to address the comments noted above. Following revision, please upload one full set of the revised drawings in PDF format. To access your project online, please go to www.mygovernmentonline.org and use the online portal to upload your drawings in PDF format.

Review of this submittal does not constitute a verification of all data, information, and calculations supplied by the applicant. The engineer of record is solely responsible for the completeness, accuracy, and adequacy of his/her submittal, whether or not City Engineers review the application for Ordinance compliance.

Should you have questions regarding specific comments, please contact the staff member referenced under the section in which the comment occurs. Should you have questions or require additional information regarding the plan review process itself, please feel free to contact me directly. I can be reached by telephone at (512) 215-8158, or by e-mail at mburrell@manortx.gov.

Thank you,

A handwritten signature in blue ink that reads 'Michael Burrell'.

2/14/2024 9:36:31 AM
Gomez Subdivision Short Form Final Plat
2024-P-1620-SF
Page 2

Michael Burrell
Development Services



1500 County Road 269
Leander, TX 78641

P.O. Box 2029
Leander, TX 78646-2029

Date: Tuesday, March 26, 2024

BETH ANN FOREST
FOREST SURVEYING AND MAPPING
1002 ASH ST
GEORGETOWN 78626
bethann@forestsurveying.com

Permit Number 2024-P-1620-SF
Job Address: 15509 SCHMIDT LOOP, MANOR, TX. 78653

Dear BETH ANN FOREST,

The first submittal of the Gomez Subdivision Short Form Final Plat (*Short Form Final Plat*) submitted by FOREST SURVEYING AND MAPPING and received on January 06, 2026, have been reviewed for compliance with the City of Manor Subdivision Ordinance 263B.

Engineer Review

The review of the submittal package has resulted in the following comments. Should you have any questions or require additional information regarding any of these comments, please contact Tyler Shows by telephone at (737) 247-7552 or by email at tshows@gbateam.com.

- i. ~~Provide a location map showing the relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one (1) inch equals two thousand feet (Scale the vicinity map to 1" = 2,000'). The latest edition of the USGS 7.5-minute quadrangle map is recommended.~~
- ii. ~~Certification from a registered professional engineer and approval by the State Health Department (if applicable) that water satisfactory for human consumption is available in adequate supply at the time of submission, except that such certification is not required if the property will be served by the City water system. Provide documentation from Aqua Water that there is an adequate supply available.~~
- iii. ~~If a subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property, except that said letters are not required if the easements conform to those approved on the Preliminary Plat. Show this easement on the plat.~~
- iv. ~~Certification from the County Health District that a subdivision is located in an area which cannot reasonably be served by an organized wastewater collection system and that the use of a septic tank or other means of disposal has been approved by the County Health District. Said certificate shall show the limitations, if any, of such approval. (Once approval is granted from Travis County for the septic system this comment will be sufficient)~~
- v. ~~Add the property line to the legend.~~
- vi. ~~Provide "Performance and maintenance guarantees as required by the city" in the notes.~~
- vii. ~~Is ROW going to be dedicated to Schmidt Loop? Provide the ROW width for Schmidt Loop. Comment response mentioned Scott Dunlop. He is no longer with the City. Provide a response to the comment.~~
- viii. ~~The proposed location of sidewalks for each street, is to be shown as a dotted line inside the proposed right-of-way lines. Reach out to Scott Dunlop regarding this at sdunlop@manortx.gov there are special circumstances since it's in the City of Manors ETJ.~~
- ix. ~~Reminder to provide engineer and surveyor seals in conjunction with the signing of the certification requirements.~~
- x. ~~Felix Paiz is the current chairperson for the City of Manor~~
- xi. ~~The City of Manor is in Travis County, not Williamson. Page 3.~~
- xii. ~~Clerk of Travis County is Dyana Limon Mercado, not Yesenia Espinoza.~~
- xiii. ~~The year should be updated to 2025.~~
- xiv. **The Travis County recordation block is missing from the plat.**
- xv. ~~For note #1 add "as of this date" and provide date.~~
- xvi. ~~Provide documentation regarding discussion with Scott Dunlop in regards to comment responses stating he was contacted. He is no longer with the City.~~
- xvii. ~~A tax certificate showing all 2024 taxes have been paid needs to be submitted.~~
- xviii. **Submit a comment response letter addressing all the remaining comments.**
- xix. **Submit only one short form final plat. The most up to date plat should be submitted. Multiple copies of the plat were submitted.**
- xx. **Provide documentation that Aqua WSC can service this site. An email is provided with the City of Manor but not documentation from Aqua WSC.**
 - a. ~~Certification from a registered professional engineer and approval by the State Health Department (if applicable) that water satisfactory for human consumption is available in adequate supply at the time of submission, except that such certification is not required if the property will be served by the City water system.~~

~~NOTE—A COPY OF THE FINAL PLAT WAS NOT SUBMITTED. PLEASE SUBMIT A COPY OF THE FINAL PLAT FOR REVIEW.~~

21. The years on the plat should be updated to 2026 as the plat will not go to P&Z until 2026.

Please revise the project plans to address the comments noted above. Following revision, please upload one full set of the revised drawings in PDF format. Please include a comment response narrative indicating how comments have been addressed with your plan resubmittal. To access your project online, please go to www.mygovernmentonline.org and use the online portal to upload your drawings in PDF format.

Additional comments may be generated as requested information is provided. Review of this submittal does not constitute verification that all data, information and calculations supplied by the applicant are accurate, complete, or adequate for the intended purpose. The engineer of record is solely responsible for the completeness, accuracy, and adequacy of his/her submittal, whether or not City Engineers review the application for Ordinance compliance.

Thank you,

A handwritten signature in black ink, appearing to read 'Tyler Shows', with a long horizontal flourish extending to the right.

Tyler Shows
Staff Engineer
GBA



Forest Surveying & Mapping Company
 1002 Ash Street, Georgetown, Texas
 Phone: (512) 930-5927
 www.forestsurveying.com
 TBPLS FIRM NO. 100020000

Surveying Services are regulated by the Texas Board of Professional Engineers and Land Surveyors
 1017 S. Interstate 35 Austin, TX 78741, US (512) 440-7723

Gomez Subdivision Short Form Final Plat

2024-P-1620-Sf

Engineer Review The review of the submittal package has resulted in the following comments. Should you have any questions or require additional information regarding any of these comments, please contact Tyler Shows by telephone at (737) 247-7552 or by email at tshows@gbateam.com.

- i. Provide a location map showing the relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one (1) inch equals two thousand feet (Scale the vicinity map to 1" = 2,000'). The latest edition of the USGS 7.5-minute quadrangle map is recommended. **ADDED LOCATION MAP**
- ii. Certification from a registered professional engineer and approval by the State Health Department (if applicable) that water satisfactory for human consumption is available in adequate supply at the time of submission, except that such certification is not required if the Property will be served by the City water system. Provide documentation from Aqua Water that there is an adequate supply available. **SUBMITTED AQUA WATER LETTER**
- iii. If a subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property, except that said letters are not required if the easements conform to those approved on the Preliminary Plat. Show this easement on the plat. **ADDED ONCOR EASEMENT TO PLAT DOCUMENT NO. 2024060065**
- iv. Certification from the County Health District that a subdivision is located in an area which cannot reasonably be served by an organized wastewater collection system and that the use of a septic tank or other means of disposal has been approved by the County Health District. Said certificate shall show the limitations, if any, of such approval. (Once approval is granted from Travis County for the septic system this comment will be sufficient)
- v. Add the property line to the legend. **ADDED PROPERTY LINE TO LEGEND**
- vi. Provide "Performance and maintenance guarantees as required by the city" in the notes. **ADDED NOTE TO PLAT**
- vii. Is ROW going to be dedicated to Schmidt Loop? Provide the ROW width for Schmidt Loop. **CONTACTED Scott Dunlop regarding this at sdunlop@manortx.gov**
- viii. The proposed location of sidewalks for each street, is to be shown as a dotted line inside the proposed right-of-way lines. **CONTACTED Scott Dunlop regarding this at sdunlop@manortx.gov**
- ix. Reminder to provide engineer and surveyor seals in conjunction with the signing of the certification requirements
- x. Felix Paiz is the current chairperson for the City of Manor. **ADDED INFORMATION TO PLAT**
- xi. The City of Manor is in Travis County, not Williamson. **CORRECTED PLAT**
- xii. Clerk of Travis County is Dyana Limon-Mercado, not Yesenia Espinoza **CORRECTED PLAT**

September 26, 2025

City of Manor – Planning Department

Attn: Case Planner – Gomez Subdivision (Permit No. 2024-P-1620-SF)

**RE: Response to Plat Comments – Gomez Subdivision (Short Form Final Plat)
Permit No. 2024-P-1620-SF**

To Whom It May Concern,

Please accept this letter as formal response to the redline comments provided on our Draft 1 submittal of the Gomez Subdivision Short Form Final Plat. The following changes have been made or addressed in accordance with your comments:



GENERAL PLAT CORRECTIONS

Comment vii:

Is R.O.W. being dedicated to Schmidt Loop. Provide width for Schmidt Loop. Comment response mentioned Scott Dunlop. He is no longer with the City. Provide a response to the comment.

**Response: No R.O.W is being given to Schmidth Loop
The existing R.O.W. of Schmidt Loop shown as 82.08' on the North line and 81.38' on the South line. Email from Scott Dunlop provided with comment about the approval of the shape of the lots.**

Comment xiv:

Travis County RECORDATION BLOCK is missing from the plat.

Added Travis County Blocks to map.

Comment xvi:

Provide documentation regarding discussion with Scott Dunlop in regards to comment responses stating he was contacted.

Emails provided with Scott Dunlop email.

Comment xvii:

A tax certificate showing all 2024 taxes have been paid needs to be submitted.

Paid Tax Certificate is submitted.

Comment xviii:

Submit a comment response letter addressing all the remaining comments.

Response Letter is submitted.

Comment xix:

Submit only one short form final plat. The most up to date plat should be submitted.

Up to date short form final plat is submitted.

Comment xx:

Provide documentation that Aqua WSC can service this site.

Documentation that Aqua WSC can service this site is provided.