

City of Spring Branch, Texas



The Spring Branch Store circa 1915



SUBDIVISION FEES

APPLICATION FOR LICENSING AUTHORITY RECOMMENDATION FOR SEWAGE FACILITIES

5 lots/tracts or less	\$20.00 per lot/tract
6 lots/tracts or more	\$100.00 basic fee plus 5.00 per lot/tract

SUBDIVISION PLATTING FEES \$100.00 per resultant lot/tract

ADDITIONAL FEE FOR

PLATS WITH ROAD CONSTRUCTION \$3000.00 per plat

SPRING BRANCH
SUBDIVISION REGULATIONS

Section A	Regulations	Page
I.	<u>Authority & Purpose</u>	5
	1. Development Constraints	5
	2. Authority and Responsibility of City Engineer	5
	3. City Attorney	5
	4. Purpose	5
	5. Plat Requirements	6
	6. Exemptions to the Plat Requirements	6
II.	<u>Definition of Terms</u>	8
III.	<u>Procedure</u>	10
	1. Preliminary Approval	10
	2. Final Approval	10
	3. Master Plan	11
	4. Variances	11
	5. Resubdivision/Canceling/Correcting all or Part of a Recorded Subdivision	11
IV.	<u>Plats</u>	13
	1. Preliminary Plats	13
	2. Accompanying Data	21
	3. Final	21
V.	<u>High Density Development</u>	22
	1. Townhouse Subdivisions	22
	2. Garden Home Subdivisions	22
	3. Condominiums	22
	4. Multi-Family	23
VI.	<u>Road Construction</u>	23
	1. Compliance-Inspection-Testing	23
	2. Minimum Requirements	24
	3. Drainage	26
	4. Subgrade	27
	5. Base Material	28
	6. Pavement	29
	7. Traffic Signs & Guard Posts	31
VII.	<u>Final Inspection & Acceptance</u>	31
VIII.	<u>Miscellaneous</u>	32
IX.	<u>Separability & Provisions</u>	33

Section B	Miscellaneous	Page
I.	<u>Forms</u>	34
II.	<u>Appendix of Details</u>	44
	Plat Application A and Checklist	58
	Amending Plat Application B and Checklist	60
	Amendment to Plat Application C and Checklist	62
III.	<u>Driveway Permitting</u>	64
	Driveway Regulations	65
	Driveway Permit Application	67

SECTION A

I. Authority and Purpose:

1. The various development constraints outlined herein are ordered by City Commission of the City of Spring Branch this ____ day of _____, _____, under authority granted to City Council by one or more of the following state statutes:
 - a. Chapter 212, Texas Local Government Code.
 - b. Order of the Comal County Commissioners' Court dated May 17, 1984 relative to private sewage facilities.
 - c. Chapter 213, Texas Water Code and TCEQ regulations relative to development over the Edwards Aquifer Recharge Zone.

2. Authority and Responsibility of the City of Spring Branch Engineer:

The City Engineer is hereby authorized and directed to enforce rules, regulations, standards and specifications for the construction installation, design, location and arrangement of streets, curbs, street signs, gates for utility easements, sidewalks, monuments, criteria for drainage easement requirements, drainage Facilities, and crosswalk ways. He shall recommend to the City Commission any changes to be made. All such improvements shall be construed, installed, designed, located and arranged by the subdivider in accordance with such rules, regulations, standards and specifications.

3. City Attorney:

In behalf of the City of Spring Branch, the City Attorney shall, when requested by the City Commission, institute appropriate action in a court of competent jurisdiction to enforce the provisions of this Regulation or the Standards referred to herein with respect to any violation thereof which occurs within the City of Spring Branch.

4. Purpose:

These regulations have been prepared in general to aid in the orderly development of the incorporated areas of the City of Spring Branch, Texas, and to provide standards which will preserve, protect, and produce a desirable environment.

Specifically, they have been prepared for the following purposes:

- a. To protect the citizens of the City of Spring Branch, the potential user, by insuring minimum standards in a subdivision where they may want to live.
- b. To furnish the developer with guidance and assistance in the expedient preparation and approval of his plat.
- c. To provide for the general health, safety, and welfare of the public by controlling the location and design of intersections and other features which promote safety.

- d. To prevent the citizens of the City of Spring Branch from being burdened with substandard streets or roads.

These regulations are applicable to residential, commercial, or industrial subdivisions.

5. Plat Requirements:

- a. The owner of a tract of land located within the limits of a municipality must have a plat of the subdivision prepared if the owner divides the tract into two or more parts, unless the division does not result in a part of five acres or less, or if the parts have no access, and no public improvement is being dedicated.
- b. A division of a tract under Subsection (a) includes a division regardless of whether it is made by using a metes and bounds description in a deed of conveyance or in a contract for a deed, by using a contract of sale or other executory contract to convey, or by using any other method.

6. Exemptions to the Plat Requirement:

The following exemptions may allow a division of property without the preparation of a subdivision plat. Under these exemptions, a property owner may not be required to prepare a subdivision plat for their division of their property, but the division of property must still meet the minimum lot size requirements set forth in the City of Spring Branch.

- a. The City of Spring Branch shall not require the owner of an unplatted tract of land located within the city limits of who divides the tract into two or more parts to have a plat of the subdivision prepared if:
 - (1) the land is to used primarily for agricultural use, as defined by Section 1-d, Article VIII, Texas Constitution, or for farm, ranch, wildlife management, or timber production use within the meaning of section 1-d-1, Article VIII, Texas Constitution; and
 - (2) the owner does not lay out a part of the tract described by above in 5.a; and
 - (3) if the tract described ceases to be used primarily for agricultural use or for farm, ranch, wildlife management, or timber production use, the platting requirements apply.
- b. The City of Spring Branch shall not require the owner of an unplatted tract of land located within the city limits of who divides the tract into four or fewer parts to have a plat of the subdivision prepared if:
 - (1) each of the lots is sold, given, or otherwise transferred to an individual who is related to the owner within the third degree of consanguinity of affinity, as determined by Chapter 573, Government Code;
 - (2) the owner does not lay out a part of the tract described by 5.a; and
 - (3) if any lot is sold, given, or otherwise transferred to an individual who is not

related to the owner within the third-degree consanguinity or affinity, the platting requirements apply.

- c. The City of Spring Branch shall not require the owner of an unplatted tract of land located within the city limits who divides the tract into two or more parts to have a plat of the subdivision prepared if:
 - (1) all of the lots in the subdivision are more than 10 acres in area; and
 - (2) the owner does not lay out a part of the tract described in 5.a.
- d. The City of Spring Branch shall not require the owner of an unplatted tract of land located within the city limits who divides the tract into two or more parts and does not lay out a part of the tract described in 5a to have a plat of the subdivision prepared if all of the lots are sold to veterans through the Veteran's Land Board Program.
- e. The City of Spring Branch shall not require the owner of an unplatted tract of land located within the city limits who divides the tract into two or more parts to have a plat of the subdivision prepared if:
 - (1) the owner does not lay out a part of the tract described in 5.a; and
 - (2) one new part is to be retained by the owner, and the other new part is to be transferred to another person who will further subdivide the tract subject to the plat approval requirements of these regulations.
- f. The City of Spring Branch shall not require the owner of an unplatted tract of land located within the city limits who divides the tract into two parts to have a plat of the subdivision prepared if:
 - (1) the owner does not lay out any part of the tract described in 5a; and
 - (2) all parts are transferred to persons who owned undivided interest in the original tract and a plat is filed before any further development of any part of the tract.
- g. The City of Spring Branch shall not require the owner of an unplatted or platted tract of land located within the city limits who divides the tract into two parts to have a plat of the subdivision prepared if:
 - (1) the owner does not lay out any part of the tract described in 5a; and
 - (2) the subdivision is the result of the owner dividing a tract by granting a security interest in property to secure an indebtedness.
- h. The City of Spring Branch shall not require the owner of an unplatted tract of land located outside within the city limits who divides the tract into two parts to have a plat of the subdivision prepared if:
 - (1) the owner does not lay out any part of the tract described in 5.a; and
 - (2) the subdivision is the result of the owner dividing a tract to convey property to an adjacent property owner.
- i. The City of Spring Branch shall not require the owner of a tract of land located outside the limits of a municipality to have a plat or revision plat of the subdivision prepared if:

- (1) said tract was created prior to January 1, 2010, as evidenced by a document recorded in the Comal County Clerk's records before January 1, 2010, or other documentation that establishes that the tract was created before January 1, 2010, subject to approval by the City of Spring Branch Engineer; or
- (2) said tract was the result of a division of land that resulted from the acquisition of public right-of-way by the City of Spring Branch or the State of Texas.

II. **Definition of Terms:**

1. Building Set-Back Lines – the lines within a property defining the minimum horizontal distance between a building and the adjacent property line.
2. Common Area/Common Elements – includes all of the project property in a condominium declaration, except the individual condominium units.
3. Condominium – the separate ownership of single units or apartments in a multiple unit structure or in structures with common elements.
4. Condominium Project – a plan or project whereby 4 or more apartments, rooms, office spaces, or other units in existing or proposed buildings or structures are offered or proposed to be offered for sale or lease.
5. Condo Share – Time Share with respect to a condominium unit.
6. Contour Lines – elevation lines drawn upon the plat illustration general topography and drainage flow.
7. Dedication – the transfer of property from private to public ownership.
8. Easement – a right given by the owner of land to another party for specific use of that land; i.e., electrical, water and sewer lines, drainage, etc.”
9. Extraterritorial Jurisdiction (ETJ) – authority granted to municipalities to exercise subdivision development regulations for a specific distance outside its boundaries in unincorporated areas.
10. Garden Home – a single family dwelling that might be built directly adjacent to one side of the property line in an approved Garden Home Subdivision.
11. Lot – an undivided tract or parcel of land having frontage on a public or private street and which is, or in the future may be, offered for sale, conveyance, transfer, or improvement, which is designated as a distinct and separate tract and/or which is identified by a tract or lot number or symbol in a duly approved subdivision plat which has been properly filed of record.
12. Mobile Home Park – any Facility or area developed for the lease or rental of two or more mobile homes.
13. 100 Year Flood Plain (Zone) – that area subject to inundation by a flood having a one-percent probability of occurrence, in any given year based on existing conditions of development within the watershed area, as determined by the Federal Emergency Management Agency and approved by the Flood Plain Administrator of the City of Spring Branch. A flood having a one-percent probability of occurrence on the average would occur once every hundred years.
14. Pavement Width – the portion of a street available for vehicular traffic.

15. Plat – a Subdivision plan submitted for preliminary or final approval to the City Commission in conformity with the provisions of these regulations and which, if given final approval, will be submitted to the Clerk of Comal County for recording, A replat or re-subdivision will be considered a plat as defined herein.
16. Public Sewage System – any publicly or privately owner system for the collection, treatment, and disposal of sewage that is operated in accordance with the terms and conditions of a valid waste discharge permit issued by the Texas Water Commission.
17. Public Water System - A system, approved by the Texas Commission on Environmental Quality, for the provision to the public of water for human consumption through pipes or other constructed conveyances.
Water Production Facility – A collection of pumps, treatment equipment, tanks and other devices designed to extract water from a source, provide necessary treatment to purify and disinfect, pressurize, pump, and store potable water.
Water Distribution Facility – a system or network of pipes and valves designed to deliver potable water to users.
Water Supply – a source of water
18. Recharge Zone of the Edwards Aquifer – that part of the geologic formation where surface water enters into the earth necessitating protective development regulations. The Texas Water Commission (San Antonio) should be contacted about said regulations.
19. Residential Use – The term “residential use” shall be construed to include single-family residential uses, two-family uses, and multi-family residential i.e. apartments, townhouse, or condominiums.
20. Right-of-Way – that portion of the subdivision dedicated to public use for streets and roads.
21. Shall and May – the word shall is mandatory and the word may is permissive.
22. Should and Will – the word should is a recommendation and is not mandatory; the word will is mandatory.
23. Street (Road) – a public or private thoroughfare which provides vehicular access to adjacent land.
 - a. Arterial Streets – serve high volume through traffic from collector and secondary streets with considerable route continuity usually at higher constant speeds.
 - b. Connector Streets – intermediate streets that serve to connect secondary streets with arterial streets.
 - c. Secondary Streets – serve primarily to provide access to property abutting the public right-of-way so designed as to prevent through traffic.
24. Surveyor – a Registered Public Surveyor as authorized by the State Statutes to practice the profession of surveying.
25. Time Share – interval ownership of a piece of real estate (commonly a condominium unit, but may be any other real estate) for a certain interval or time period (example: one week each year)/ Said interval ownership can be either for a term of years (such as 20 years), or fee simple (absolute ownership).
26. Town House – a single family dwelling unit on an individual lot which is one of a series of dwelling units having one or two common side walls with other units in the series and has no side set-back lines.
27. Utility Easement – easement dedicated by the owner of the proposed subdivision in perpetuity for the installation and maintenance of utilities and all the necessary appurtenances thereto installed above, on, or below the surface of the ground. See note 27(a).

Note 27(a): Nothing shall be placed or permitted to remain within the dedicated easement limits that may damage or interfere with the proper installation and/or maintenance of utilities. Utility companies, their agents and assigns, shall have all of the rights and benefits necessary for the full enjoyment of the rights herein granted, including but not limited to the free right of ingress to and egress from the utility easement, and the right to, periodically, cut and/or remove all trees, brush, and other obstructions that may injure, endanger, or interfere with the operation and/or maintenance of utility installations.

III. Procedure:

The following procedure shall be followed by the subdivider in order to secure approval of a subdivision by the Spring Branch City Commission:

1. Preliminary Approval:

- a. Five (5) copies of the preliminary plat stamped or stated "Preliminary" and accompanying data in conformance with Chapter IV shall be transmitted to the City Engineer for review at least two (2) weeks prior to proposed presentation date to City Commission.

(1a.) The developer shall be responsible to ensure that all interested parties, including other governmental entities and public utilities, shall be given the opportunity to review the plat and utility layout within (10) working days of their submission to the City of Spring Branch Engineer's office for the purpose of determining their conformity with this order and applicable standards, giving consideration to sound engineering practice and design criteria.

- b. One copy of the plat as presented, or marked to show the changes necessary for approval, will be returned to the subdivider.
- c. Corrected plat shall be transmitted to the City Engineer at least four(4) working days prior to scheduling for City Commission. PLATS WILL NOT BE SCHEDULED ON THE COMMISSION AGENDA UNTIL ALL PRELIMINARY REQUIREMENTS ARE SATISFIED.
- d. A preliminary plat which has been reviewed by the City Commission and altered at their direction, will not be approved until such changes have been agreed to, in writing, by the applicant, and such changes made on the plat.
- e. Approval of the preliminary plat by the City Commission will indicate their approval for construction, but will not constitute approval for recording.
- f. Approved preliminary plats shall be filed at the City of Spring Branch Road Department.
- g. No sale of lots in any subdivision shall begin until final approval has been granted by City Commission and subdivision plat has been filed with the County Clerk, Comal Texas.

2. Final Approval:

- a. Subdivider, may, at his election, waive the preliminary approval and request final approval at the time of submission of plats and accompanying data to the City Engineer as long as all items have been satisfied for preliminary approval have been met.

- b. Prior to the City of Spring Branch Engineer's request of consideration of final approval to Commissioners Court, the owner/agent shall submit the following to the City of Spring Branch:
 - One (1) signed, notarized, original 18"x14" paper print for recording
 - One (1) 8 1/2" x 11" black and white paper print
 - Check for recording fees (to be determined) payable to the Comal County Clerk
 - c. The surveyor (developer) shall submit sixteen (16) copies of the recorded plat to the City of Spring Branch Engineer's office within two weeks for distribution. These copies of the plat shall be distributed to government agencies, school districts, emergency services, and utilities.
3. Master Plan – When Subdivision is Part of a Larger Tract:

When the proposed subdivision constitutes a unit of a larger tract owned by the subdivider, which is intended to be subsequently subdivided as additional units of the same subdivision, the preliminary and final plats shall be accompanied by a layout of the entire area at a scale of not more than 400 feet to one (1) inch, showing the tentative proposed layout of streets, blocks, lots, drainage, and other improvements for such areas. The overall layout, if approved by the City of Spring Branch, shall be attached to and filed with a copy of the approved subdivision plat in the permanent files of the City of Spring Branch Engineer. Thereafter, plats of subsequent units of such subdivisions shall conform to such approved overall layout, unless changed by the developer and the City. City Commission may order changes in the approved overall layout when the City finds:

 - a. That adherence to the previously approved overall layout will hinder the orderly subdivision of other land in the area.
 - b. That adherence to the previously approved overall layout will be detrimental to the public health, safety or welfare, or will be injurious to other property in the area.
4. Variances:

Upon written request, the City Commission may authorize a variance from these regulations when in its opinion, undue hardship will result from requiring strict compliance. In granting a variance, the Commission shall prescribe only conditions that it deems necessary to or desirable in the public interest. In making the findings, the Commission shall take into account the nature of the proposed use of the land involved, existing uses of land in the vicinity, the number of persons who will reside or work in the proposed subdivision, and the probable effect of such variance upon traffic conditions and upon the public health, safety, convenience and welfare in the vicinity.
5. Resubdividing/Cancelling/Correcting All of Part of a Recorded Subdivision:

In order to maintain the integrity of the Comal County Plat records, the following procedures are outlined for anyone desiring to alter any dimensions on a recorded plat. The public notification requirement set forth in the following procedures shall not be required if the acreage(s) of the resultant lot(s) or tract(s) within the proposed resubdividing, cancelling, or correction plat is (are) equal to or greater than the original lot(s) or tract(s) (See Chapter IV – Plats.)

Procedure: (Landowner)

- a. Complete application form (Page 39)
- b. Plat Property, showing existing property lines on left or top of sheet contrasted to proposed Resubdivision/cancellation/correction on right or bottom of sheet.
- c. Meet all requirements of City of Spring Branch Subdivision Regulations in regard to Preliminary and/or Final Plat.
- d. Pay fee of \$50 to the City of Spring Branch Mayor to cover cost of public notice, and present receipt to Subdivision Coordinator.
- e. Notice must be published at least three (3) times within the period beginning on the 30th day and ending on the 7th day before the date of the meeting.
- f. See that all contiguous property owners are notified by certified mail (cost and effort to be uncured by landowner). The procedure for this may require that the landowner obtain a list of names and mailing address of property owners from the Comal County Appraisal District. Present a copy of this list to the Subdivision Coordinator, who will then prepare an original public notice. Copies of public notice will be sent by landowner to property owners on list, with the landowner listed as the return address on the envelope. Mail these via certified mail; return receipt requested. The Return Receipt (green form from Post Office) will be filled in so that it will be returned to:

City of Spring Branch
ATTN: Subdivision Coordinator
P.O. Box 1143
Spring Branch, Texas 78070

Annotate on Return Receipt the name of the subdivision and lot number.

- g. Mail out must be completed no later than 14 days before scheduled court date. If less than 80 percent of the receipts have not been received on the day before the court date, the item may be postponed.
- h. Insure that a representative is present at City Commission on court date.
- i. Immediately following final approval by the Commission, provide the Comal County Clerk with an original copy of the approved plat accompanied by a filing fee.
- j. Submit 20 copies of filed plat to Subdivision Coordinator for distribution no later than 14 days after filing.

Procedure: (Developer)

All Procedures remain the same as for the land owner with the exception of item f.

See that all property owners in the unit or section of the subdivision in question be notified by certified mail, cost and effort to be uncured by subdivider. The procedure for this will require that the subdivider obtain a list of names and mailing addresses of all property owners in the subdivision or unit in question from the office of the Comal County Appraisal District. Present a copy of this list to the Subdivision Coordinator, who will be sent by subdivider to property owners on list, with the subdivider listed as the return address on the envelope. Mail these via certified mail; return receipt requested. The Return Receipt (green form from Post Office) will be filled out so that it will be returned to the subdivision Coordinator. Annotate on Return Receipt the name of the subdivision and the lot number(s).

IV. Plats

No developer can use a subdivision's legal description in any deed of conveyance or contract of sale until the map and plat of the subdivision has been approved by the City Commission and filed with the Comal County Clerk. Any Violation is a misdemeanor offense and constitutes prima facie evidence of an attempt to defraud.

1 Preliminary Plats:

- a. No construction work shall begin on the proposed subdivision until approval of the preliminary plat by the City of Spring Branch City Commission.
- b. Approval of the preliminary plat by the City Commission shall expire and become null and void twelve (12) months after the date approval. Upon good cause shown, an extension of time may be requested; however, if the request is denied, then a new preliminary plat must be submitted for consideration and approval.
- c. Approval of the preliminary plat by the City Commission will indicate their approval for construction, but will not constitute approval for recording.
- d. Five (5) copies of the preliminary plat shall be submitted to the City of Spring Branch City Engineer for review a minimum of (3) weeks prior to consideration of said plat by the City Commission for approval.
- e. Plat and drawing sheets shall be 18"X24" with a minimum of ½" margins on all sides.
- f. The preliminary plat shall show the following:
 - 1) Title or name of subdivision, which shall not have the same spelling as, or be pronounced similar to, the name of any other subdivision located within the City of Spring Branch. Subdivision name shall be located above the caption where the legal description by acreage in the survey shall be listed.
 - 2) When more than one sheet is required for a plat, a key map showing the entire subdivision to a small scale shall be shown on the first sheet, along with an index of all sheets.
 - 3) Name and address of the owner(s), subdivider, and lienholder (if applicable). Required signatures statements on pages 41 and 42.
 - 4) Name and address of the registered public surveyor responsible for the design of the plat,
 - 5) Date of preparation; north arrow; scale of plat (not to exceed one inch to two hundred feet (1:200).
 - 6) Vicinity or project location map identifying adjacent roads, subdivisions, and other pertinent landmarks. Said map shall be drawn to scale or shall show distances between roads and landmarks.
 - 7) Heavy boundary lines.
 - 8) The location, width, and name of existing streets and subdivisions and the locations of existing lots, easements, pipelines, fee strips, survey lines, building lines, water courses, or other important information shall be shown within and on all sided of the subdivision for a distance not less than 200 feet. The lines of such indication beyond the plat boundary shall be dashed. Names of owners of contiguous unplatted properties on all boundaries of the subdivision will be

shown, if applicable. Proposed well sites and existing improvements within the subdivision shall be shown.

- 9) Systematic order of identification of lots in consecutive numerical order.
- 10) (1) Lots sizes: Subdivisions requiring platting, where each lot within the proposed subdivision will be served by a Texas Commission on Environmental Quality (TCEQ) approved public water supply and will utilize individual on-site sewage facility methods for sewage disposal, shall provide for individual lots having surface areas of at least 1.0 acre.
Subdivisions requiring platting, where each lot within the proposed subdivision will not be served by a TCEQ approved public water supply and will utilize individual on-site sewage facility methods for wastewater treatment, shall provide for individual lots having surface areas of at least 5.01 acres.
(2) Road Frontage: Corner lots will have an 80' minimum frontage width. Regularly shaped lots will have a 60' minimum frontage width. Cul-de-sac and irregular shaped lots will have a 40' minimum frontage width.
- 11) Dimensions of all lots with a 25' minimum building set-back line shown adjacent to all road frontage. If shown by note: The City of Spring Branch requires a minimum 25' building set-back line from road frontage.
- 12) All lots shown in subdivision will show bearing and distances.
- 13) Plat will show: acreage of subdivision and of each lot; acreage of subdivision and acreage of roads by survey number, public or private; acreage and linear feet of roads, public or private.
- 14) Dimensions of the subdivision and dimensions and locations of all roads, streets, easements, squares, parks or other portions of same intended to be dedicated to public use, or for the use of purchasers or owners of tracts or lots fronting or adjacent thereto. Include linear footage of all road
- 15) Stub-out roads to be located at approximate one-half (1/2) mile intervals. There shall be a minimum of one (1) stub-out properties abutting subdivision for future road connections.
- 16) A Certificate of dedication of all roads, streets, parks, or other land intended for public use, or for the use of purchasers or owners or other land intended for public use, or for the use of purchasers or owners of tracts fronting or adjacent thereto shall be shown on the plat. Roads not dedicated to the public must be so stated.
- 17) Names of streets to conform whenever possible to existing street names.
- 18) City limits and ETJ lines shown on plat, if applicable. If subdivision lies in an ETJ, approval and certification by proper city authority shall be shown on the plat prior to submission to City Commission for preliminary or final approval.
- 19) Topographical information shall include contour lines on a basis of five (5) vertical feet in terrain with an average slope to 12 percent. On roads with a slope gradient of ten (10) percent or more, a road profile will be provided showing gradients. Topographic information shall not be required for plats resubdividing, cancelling, correcting all or part of a recorded subdivision.

- 20) Areas of the Contributing Zone of the Edwards Aquifer to be illustrated, if applicable. If not applicable, the statement “This subdivision does not lie in the Contributing Zone of the Edwards Aquifer” shall be stated on the plat below the Flood Plain Statement.
- 21) Areas of the 100 Year 1% annual chance effective flood zone taken from the latest Federal Emergency Management Agency (FEMA), Flood Insurance Rate Maps are to be included, being identified by this statement: “This property does (or does not) lie within a Special Flood Hazard Area, Zone “A”, the 100-year flood zone, as defined by the Flood Insurance Rate Map for the City of Spring Branch, Texas on Community Panel No. _____, effective date _____ as prepared by the Federal Emergency Management Agency. All Lots within the 100 Year 1% annual chance effective flood zone shall have required slab elevations shown on the plat. Flood plain elevations shall also be shown. Contact the City Engineer for information.
- 22) Unconventional layouts, or layouts that will cause unsatisfactory drainage conditions, or that will complicate maintenance of streets or any land dedicated for public use will not be accepted.
- 23) Certifications required on plat: Owner/Developer/Lienholder and Registered Public Surveyor with signatures notarized by a Notary Public; County Judge and County Clerk.
- 24) A person seeking approval of:
- a) A revision plat which creates or results in more than five lots; or
 - b) A new plat which creates more than five lots; or
 - c) A new plat that is part of a larger project containing more than five lots shall:
 - i. if no Public Water System is proposed or exists; and the proposed lots will be served by individual groundwater wells and not utilizing groundwater regulated by a groundwater authority or groundwater district,
- Submit a Certification of Groundwater Availability for Platting Form pursuant to Title 30 Texas Administrative Code, Chapters 230, Sections 230.2 through and including 230.11, with the following additional requirements;
- All supporting information, data, and calculations necessary to meet the requirements of Sections 230.2 through and including 230.11 shall be attached to the Certification of Groundwater Availability for Platting Form.

This chapter and the following form shall be used and completed if the county requires plat applicants to certify that adequate groundwater is available to provide water to the land to be subdivided.

- ii. if no Public Water System is proposed or exists; and the proposed lots will be served by individual groundwater wells utilizing groundwater regulated by a groundwater authority or groundwater district,

Provide an analysis prepared by a registered engineer determining the projected water use of the final expected number of residences, businesses, or other dwellings in the platted area.

Submit documentation from a groundwater authority or groundwater district indicating a permit allocation of groundwater rights to the proposed platted area in an amount adequate to meet the water needs as identified in the above engineering analysis.

The permit allocation cannot involve leased water rights.

- iii. if the proposed lots are to be served by a new Public Water System utilizing groundwater wells and not using groundwater regulated by a groundwater authority or groundwater district,

Submit a Certification of Groundwater Availability for Platting Form pursuant to Title 30 Texas Administrative Code, Chapters 230, Sections 230.2 through and including 230.11, with the following additional requirements;

All supporting information, data, and calculations necessary to meet the requirements of Sections 230.2 through and including 230.11 shall be attached to the Certification of Groundwater Availability for Platting Form.

This chapter and the following form shall be used and completed if the city requires plat applicants to certify that adequate groundwater is available to provide water to the land to be subdivided.

Submit documentation from a Hydrogeologist indicating his/her concurrence with the findings presented within above Certification of Groundwater Availability for Platting Form.

Submit a copy of the final approval letter and all supporting documentation from the executive director of the Texas Commission on Environmental Quality (TCEQ), pursuant to TCEQ Rule 30 TAC Chapter 290.41(c)(3)(A), for each new well and provide a copy of the TCEQ approval letter and supporting documentation for the

engineering plans and specifications for the Water Production and Water Distribution Facilities.

Provide a surety, in a form acceptable to the City of Spring Branch, in an amount determined by the City Engineer, to ensure the proper completion of any and all Water Distribution Facilities such as water mains, valves, and other necessary water distribution appurtenances.

- iv. if the proposed lots are to be served by a new Public Water System utilizing groundwater wells using groundwater regulated by a groundwater authority or groundwater district,

Provide an analysis prepared by a registered engineer determining the projected water use of the final expected number of residences, businesses, or other dwellings in the platted area.

Submit documentation from a groundwater authority or groundwater district indicating a permit allocation of groundwater rights to the proposed platted area in an amount adequate to meet the water needs as identified in the above engineering analysis. The permit allocation cannot involve leased water rights.

Submit a copy of the final approval letter and all supporting documentation from the executive director of the Texas Commission on Environmental Quality (TCEQ), pursuant to TCEQ Rule 30 TAC Chapter 290.41(c)(3)(A), for each new well and provide a copy of the TCEQ approval letter and supporting documentation for the engineering plans and specifications for the Water Production and Water Distribution Facilities.

Provide a surety, in a form acceptable to the City of Spring Branch, in an amount determined by the City Engineer, to ensure the proper completion of any and all Water Distribution Facilities such as water mains, valves, and other necessary water distribution appurtenances.

- v. if the proposed lots are to be served by a new Public Water System utilizing surface water,

Provide a copy of the TCEQ approval letter and supporting documentation for the engineering plans and specifications for any required Water Production and Water Distribution Facilities, pursuant to TCEQ Rule 30 TAC Chapter 290.

Provide an analysis prepared by a registered engineer determining the projected water use of the final expected number of residences, businesses, or other dwellings in the platted area.

Submit a copy of an executed contract, agreement, or commitment letter from the TCEQ or the Guadalupe Blanco River Authority stating surface water, in an amount adequate to meet the water needs as identified in the above engineering analysis, has been committed to the platted area for a period of 20 years or greater.

Said document shall identify the amount of surface water committed, the point of diversion, and the term of the commitment.

Provide a surety, in a form acceptable to the City of Spring Branch, in an amount determined by the City Engineer, to ensure the proper completion of any and all Water Distribution Facilities such as water mains, valves, and other necessary water distribution appurtenances.

- vi. if the proposed lots are to be served by an existing public water system utilizing groundwater and currently providing service to less than 1000 connections,

Provide documentation from the existing Public Water System indicating that the existing system has agreed to provide water service to the platted area.

Provide a copy of the latest TCEQ Public Water Sanitary Survey of the existing Public Water System indicating no alleged violations pertaining to water quality or water production capability.

Provide an engineering analysis of the existing Public Water System showing that the existing system has an adequate Water Supply and adequate Water Production Facilities to serve the final expected number of residences, businesses, or other dwellings in the existing service area in addition to the needs of the final expected number of residences, businesses, or other dwellings in the proposed platted area.

If the existing public water system uses groundwater regulated by a groundwater authority or groundwater district, submit documentation from a groundwater authority or groundwater district indicating the permit allocation of groundwater rights necessary to meet the needs identified to the preceding paragraph. The permit allocation cannot involve leased water rights.

If an expansion to an existing Public Water System is necessary due to the addition of the platted area or due to existing deficiencies in the system, as identified above, submit a copy of the final approval letter and all supporting documentation from the executive director of the

Texas Commission on Environmental Quality (TCEQ), pursuant to TCEQ rule 30 TAC Chapter 290.41(c)(3)(A), for any new well, and provide a copy of the TCEQ approval letter and supporting documentation for the engineering plans and specifications for the required Water Production and Water Distribution Facilities.

Provide a surety, in a form acceptable to the City of Spring Branch, in an amount determined by the City Engineer, to ensure the proper completion of any and all Water Distribution Facilities such as water mains, valves, and other necessary water distribution appurtenances.

- vii. if the proposed lots are to be served by an existing Public Water System utilizing surface water or an existing Public Water System currently providing interconnected water service to 1000 connections or more,

Provide documentation from the existing Public Water System (Utility) indicating that the Utility has agreed to provide water service to the platted area and furnish any and all necessary water infrastructure to provide water service to the platted area.

Provide documentation from the Utility indicating that the Utility has had a Water Availability Report approved by the City Commission within the last 36 months.

A Water Availability Report is defined as a document prepared by the Utility to reveal their ability to meet the needs of their existing users and show their preparedness to meet the needs of future water users as their system expands. The report shall include, but is not necessarily limited to, the following:

1. Copy of the latest TCEQ Public Water Sanitary Survey of the Utility's existing water system indicating no alleged violations pertaining to water quality or water production capability.
2. A map or maps of the Utility's service area showing:
 - a) the Utility's current service area as defined by their existing Certificate of Convenience and Necessity and the projected service area in 20 years.
 - b) a schematic of the Utility's existing distribution system with line sizes identified.
 - c) locations of water wells and/or surface water plants with capacities.
 - d) locations of pump stations and elevated storage tanks with capacities.
3. An analysis of the population and land use development projections for the Utility's estimated service area in 20 years.

4. Copies of documents and/or an engineering analysis showing that the Utility has adequate groundwater rights, surface water rights, existing groundwater production capability, or other proofs of water rights or reservations in an amount sufficient to supply the anticipated water use of the expected population and land use within the projected service area in 20 years.
5. In areas where groundwater withdrawal is not regulated by a groundwater authority or groundwater district, if applicable, provide a report prepared by a registered engineer certifying that adequate groundwater is available from the source aquifer(s) to supply the Utility's anticipated groundwater needs for 20 years.

2. Accompanying Data for Submission For Preliminary Plat Approval

- a. Clearance letter from Texas Water Commission required on development located over the Edwards Contributing Zone if lots are five acres or less. No activity will begin until proposed development has been reviewed and approved.
- b. Written approval from the City of Spring Branch Sanitarian of proposed wastewater disposal.
- c. Five (5) copies of proposed subdivision plat.
- d. Copies of plans and profiles of sanitary sewer lines indicating type, size, depth and grades of lines if subdivision will be serviced by a public sewage treatment facility.
- e. Certified quantity (Pumping Report) as required by Texas Department of Health, Chemical and Physical Quality Report, Well Drillers' Log and Plan of Distribution system if public water is to be made available to the subdivision.
- f. Road profile showing gradients, if applicable.
- g. Copies of USGA maps given to City Engineer and City Sanitarian with subdivision sketched in at scale.
- h. A Corporate Surety Bond or Irrevocable Letter of Credit, for initial one-year period, in the amount per lineal foot as determined by City Engineer for road or street construction within the subdivision. The bond shall be made payable to the Mayor or his successors in office, of Spring Branch, Texas. The condition of the bond or letter of credit shall be that the owner or owners of the tract of land to be subdivided will construct the roads or streets of such subdivision within the time frame in accordance with the City of Spring Branch Subdivision Regulations and City Road Department Standards. Full amount of the bond or letter of credit shall remain in force until road construction is completed and roads are approved and accepted by the City Commission.
- i. Construction schedule showing, at a minimum, the scheduled start and completion dates of each item of work required to construct drainage, subgrade, base and pavement and the point of contact for each phase.
- j. Engineering Design of Storm Water Drainage and Management Plan.
 - (1) 100-year Storm Event Inundation Analysis:

- (2) Downstream Impact Analysis
- (3) Plans and Specifications for Storm Water Drainage Improvements
- (4) Drainage Easements and Right-of-way
- (5) Surety for Drainage Improvements
- k. A proposed master plan of all of the developer's property is required when a subdivision is part of a larger tract. The master plan shall be prepared at a scale of not more than 400 feet to an inch which shall show: (1) existing and proposed subdivisions, including streets, lots, parks, drainage easements and right-of-way. (2) General drainage plan, flow line of existing drainage structures, and ultimate destination of water.

3. Final Plats:

- a. Final plat requirements include all preliminary plat requirements and accompanying data plus the following:
 - 1) Clearance on street names from 9-1-1.
 - 2) Copies of County tax receipts on subdivision.
 - 3) Signed certification statements.
 - 4) All required drainage easements shall be represented to scale on the final plat.
 - 5) Comment letter from Texas Department of Health showing unconditional construction approval AND/OR comment letter from Texas Water Commission approving plans and specifications for public sewage treatment facility.
- b. Directions for Proper Dedication and Execution:
 - 1) Plats shall be 18"X24".
 - 2) All plats shall have original signatures in Black ink. Each signature shall have, immediately under it in legible lettering or typing in Black ink, the name corresponding to the original signature and mailing address. All corporate, legal, license, and registration seals shall be affixed and darkened in such a manner as to be legible. All signatures shall be notarized.
 - 3) -One (1) signed, notarized, original 18"x14" paper print for recording
 -One (1) 8 1/2" x 11" black and white paper print
 -Check for recording fees (to be determined) payable to the Comal County Clerk.

V. High Density Development

Townhouse Subdivisions /Garden Home Subdivisions /Condominium/Multi-Family:

Townhouse and Garden Home subdivisions shall be approved only when both a state approved central water system and a county and state approved sewage disposal system will be available to each lot and such residential development does not overly burden existing and proposed streets and other public facilities. Townhouse subdivisions and Garden Home subdivisions shall comply with the following regulations and all other subdivision regulations of the City of Spring Branch, not in conflict with the following regulations.

No construction work shall begin on the proposed subdivision until approval of the preliminary plat by City Commission.

1. Townhouse Subdivisions:

- a. Only one single family residential townhouse shall be constructed on each lot in a Townhouse subdivision.
- b. Minimum front building set-back lines shall be a minimum of twenty (20) feet.
- c. Side set-back line is not required for interior lots. Corner lots shall have a minimum of fifteen (15) foot side set-back line adjacent to the street.
- d. Rear minimum building set-back line shall be a minimum of ten (10) feet.
- e. Width of Lot. Interior lots shall have a minimum width of fifteen (15) feet. Corner lots shall have a minimum width of thirty (30) feet.
- f. Lot area shall have a minimum of 1500 square feet.
- g. Off Street Parking. There shall be at least two (2) off-street parking spaces for each 1,000 square feet of lot.
- h. Access Easement. There shall be a minimum of one (1) twenty foot (20') wide unobstructed access easement spaced at not more than 200 feet (200') for emergency vehicular traffic.

2. Garden Home Subdivisions:

- a. Only one single family residential Garden Home shall be constructed on each lot.
- b. There shall be no side building set-back line required on one side of the lot and a minimum of five (5) feet set-back on the opposite side of the lot.

Easement: This easement shall be appurtenant to the adjoin lot but not exclusive to, and only for the purpose of maintain the wall that is built directly on the property line of the adjacent lot.

- c. Corner lots shall provide a minimum building set-back line of fifteen (15) feet on the side adjacent to the street.
- d. Rear minimum building set-back line shall be ten (10) feet.
- e. The minimum width of a lot shall be forty (40) feet.
- f. Each lot in a Garden Home subdivision shall contain a lot area of not less than four thousand (4000) square feet.
- g. There shall be a minimum of two (2) off-street parking spaces for each Garden Home in the subdivision.

3. Condominiums:

Condominiums shall be treated as high density development and shall meet all requirements for platting (to include boundaries and building locations, drainage, and utility easements).

Condominiums shall be approved over non-Edwards Aquifer Recharge Zone areas only when both a state approved central water system and a county and state approved sewage disposal system is available and does not overly burden existing and proposed streets and other public facilities.

Only one Condominium Regime shall be established per lot or tract as recorded by the Master Deed and Declaration as found in the Real Property Records of Comal County.

4. Multi-Family:

Multi-Family shall be treated as high density development and shall meet all requirements for platting (to include boundaries and building locations, drainage, and utility easements).

Multi-Family shall be approved over non-Edwards Aquifer Recharge Zone areas only when both a state approved central water system and a county and state approved sewage disposal system is available and does not overly burden existing and proposed streets and other public facilities.

VI. Road Construction:

1. Compliance, Inspection, Testing:

- a. Submission of the preliminary plat for approval shall constitute constructive notice of all the requirements of these Subdivision regulations.
- b. It shall be the responsibility of the Subdivider, or a qualified agent employed by him, to inspect the work as it is being performed to assure compliance with these regulations.
- c. Subdivider shall be responsible, determine and assure, that all completed work complies fully with all requirements of the Subdivision Regulations.
- d. Subdivider's request for (1) inspection of any phase of the work or, (2) final inspection of the completed work, shall constitute notice and certification by said subdivider that he, or a qualified agent employed by him, has inspected and found the work to be in compliance with all requirements of the Subdivision Regulations.
- e. Minimum testing requirements are listed in the sections covering the particular work on which test must be made by the owner.
- f. Failure to comply with any testing required or failure to obtain the tests and inspection required before proceeding with the next phase of the work shall automatically cause a determination of noncompliance with the Subdivision Regulations by default.
- g. Determination of noncompliance caused by failure to obtain required tests and inspection may only be corrected by:
 - 1) Complete removal of the work and reconstruction in conformance with the Subdivision regulations requirements; or
 - 2) Testing of representative samples taken by core drilling or by removal of specified sections to reach the areas to be tested; or
 - 3) Any reasonable method, approved in writing, by the City Commission that will prove complete compliance with the Subdivision Regulations.
- h. All cost of work, repairs, or testing as described in Items 5, 6, and 7 above shall be solely at the expense of the subdivider, and all such work, repairs, or testing shall be as follows:

- 1) In accordance with a plan which has been presented to and approved, in writing, by the City Commission, and
 - 2) Under the direction of the City of Spring Branch Engineer or other person designated by the City Commission, and
 - 3) Performed by a person or firm qualified to produce and furnish accurate results. Such person or firm shall be approved, in writing, by the City Commission, and
 - 4) Completed within a reasonable time as set by the City Commission.
- i. The City of Spring Branch shall perform the minimum amount of inspection and testing, as set forth in these regulations, to assure compliance. However, it is intended that the burden of inspection, testing, and responsibility for compliance shall rest with the Subdivider and/or Owner.
 - j. Inspection, approval, and acceptance by the City Commission does not relieve the Subdivider of his responsibility to inspect, test and construct the work in complete compliance with the Subdivision Regulations.
 - k. Inspection, approval and acceptance by the City Commission shall not constitute a waiver of any rights, including the right to collect under any bond/letter of credit furnished.

2. Minimum Requirements:

- a. Arterial Streets (Roads) – serve high volume through traffic from collector and secondary streets with considerable route continuity usually at higher constant speeds:

Minimum right-of-way	80'
Minimum width of roadbed	40'
Minimum section if curbed (face to face curbs)	36'
Minimum compacted depth of base material	10"
Minimum ditch depth (below subgrade crown)	12"
Minimum pavement width	24'
Maximum allowable grade	9%

- b. Collector Streets – intermediate streets that serve to connect secondary streets with arterial streets:

Minimum right-of-way	60'
Minimum width of roadbed	32'
Minimum section if curbed (face to face curbs)	30'
Minimum compacted depth of base material	8"
Minimum ditch depth (below subgrade crown)	12"
Minimum pavement width	22"
Minimum pavement grade	9%

- c. Secondary Streets – serve primarily to provide access to residential property abutting the public right-of-way so designed as to prevent through traffic:

Minimum right-of-way	60'
Minimum width of roadbed	28'
Minimum section if curbed (face to face curbs)	30'
Minimum compacted depth of base material	8"
Minimum ditch depth (below subgrade crown)	12"
Minimum pavement width	22'
Maximum allowable grade	12%

- d. Where the subdivision affects a state or county road, the right-of-way requirement shall be in compliance with the City of Spring Branch and County Major Thoroughfare Plan established by Order of the Comal County Commissioners Court. Any improvements proposed by the developer for existing county roads shall be approved by the Commissioners Court in writing prior to the construction of such improvements.
- e. Cross Streets and Dead End Streets – Cross streets shall be provided at a maximum spacing of 2,000 feet to facilitate the movement of emergency vehicles.
Dead-end streets which may subsequently be developed must be extended to the subdivision property line with a sixty (60) foot square-out. Dead-end streets which will remain as dead-end streets shall end on a cul-de-sac with a minimum right-of-way of fifty (50) foot radius. (100' radius in commercial and industrial areas.)
- f. All lot corners shall be marked with a ½" diameter by 2' long iron pins.
- g. No street or road shall have an abrupt offset or jog in it. Developers are encouraged to avoid 90° turns and to use gentle curves insofar as possible. Inside curves will be designated so that traffic will not be induced to use the right-of-way as part of the traveled way.
- h. Where dedicated streets in an adjoining subdivision end at the property line of a new subdivision, the said streets shall be continued through the new subdivision. All streets and roads in the new subdivision shall be platted so that a continuation of said streets and roads may be made in other subdivisions in the future.
- i. Where, in the discretion of the City Commission, it is determined by said Commission that the application of the surface course (as in these Regulations) should be delayed on any stubout road in any subdivision, then the City Commission may determine the sum of money reasonable necessary to apply such surface course in the future. Upon such determination, the subdivider shall pay the sum of money deemed necessary by the Court to the City of Spring Branch to final plat approval. Such sum shall be deposited in a special account and its use restricted to completion of the stubout road or roads of such subdivision.
- j. Subdivision entrances entering off a city road or a state highway shall meet the approval of City Commission (City Engineer) and/or Texas Highway Department Resident Engineer. No ornamental entrance shall be built on county right-of-way.

- k. All lines (water/sewer/electric, etc.) shall be buried a minimum depth of 24"
- l. Utility lines located in City right-of-way shall be located within 5' of the property line.
- m. When utility lines extend across a roadway, they shall be installed prior to the placement of base so that the roadbed is not disturbed subsequent to road construction.
- n. Cross Section for industrial streets shall be 10" base and 1 ¾" asphaltic concrete surface, with 30' minimum width.
- o. All work shall be constructed and finished in accordance with good engineering practices.

3. Drainage

- I. Engineering Design of Storm water Drainage and Management Plan.

100-Year Storm Event Inundation Analysis:

Provide an engineering analysis showing those areas within the platted area that are subject to storm water inundation during the 100-year storm event. This analysis should be in the form of engineering calculations and an overall plan view of the subdivision showing the areas of 100-year inundation with the areas shaded or crosshatched. The analysis shall be based on the proposed building, paving, clearing, drainage, roadway, excavation, fill or other significant environmental modifications affecting peak flow rates of storm water runoff. The analysis shall only consider watersheds greater than 10 acres.

The analysis shall take into consideration all contributing watersheds to the extent that they affect or cause inundated areas within the platted area. A contributing watershed is a drainage area that drains storm water runoff to the platted area. Existing unplatted areas within contributing watersheds shall be analyzed considering their existing state of development. Existing platted areas within contributing watersheds shall be analyzed considering their fully built intended use and accounting for the effects of any existing drainage improvements.

The 100-year Storm Event Inundation Analysis shall be prepared, sealed, and signed by a professional engineer, currently registered in the State of Texas, and shall be reviewed and accepted by the City Engineer.

The subdivision plat shall have building set-backs containing all areas identified as being inundated by the 100-year storm event. A note shall be placed on the plat stating the following: "A drainage study has been completed for this plat and is available for review at the City of Spring Branch Engineer's Office. Areas identified by the study as being inundated during certain storm events have been placed within building setbacks. The construction of buildings within building setbacks requires City Commission approval."

Downstream Impact Analysis:

Provide an engineering analysis stating that the effect of modifying the platted area to the anticipated fully developed condition, including any proposed building, paving, clearing, drainage, roadway, excavation, fill or other significant environmental modifications, will not increase the peak 100-year storm water discharge rate from the platted area to any contiguous property.

The analysis shall consider all contributing watersheds outside of the platted area to the extent that they affect the impact analysis. A contributing watershed is a drainage area that drains storm water runoff into the platted area. Existing unplatted areas within contributing watersheds shall be analyzed considering watersheds shall be analyzed considering their fully built intended use and accounting for the effects of any existing drainage improvements.

The Downstream Impact Analysis shall be prepared, sealed, and signed by a professional engineer, currently registered in the State of Texas, and shall be reviewed and accepted by the City Engineer.

Plans and Specifications for Storm Water Drainage Improvements:

Provide plans and specifications for all storm water drainage improvements proposed within the platted area. Storm Water Drainage Improvements are manmade facilities such as detention ponds, channels, storm sewer piping systems, culverts, catch basins, inlets, roadways, ditches, or other related facilities, which are construction to control or modify natural storm water drainage.

Plans and Specifications for Storm Water Drainage Improvements shall be prepared, sealed, and signed by a professional engineer, currently registered in the State of Texas, and shall be reviewed and accepted by the City Engineer,

a. Drainage Easements and Right-of-way:

Storm Water Drainage Improvements shall be placed within private drainage easements or public rights-of-way adequately configured to properly accommodate facility operation, maintenance, and access. Storm Water Drainage Improvements that are intended to be maintained by the City of Spring Branch shall be placed within rights-of-way and shall be dedicated to the public for their intended use.

b. Surety for Drainage Improvements:

Provide a surety, in the same form required for proposed roadway improvements, in an amount equal to the estimated construction cost estimate for all proposed Storm Water Drainage Improvements not located within proposed road rights-of-way. The estimated of the proposed Storm Water Drainage Improvements shall be prepared by an engineer and approved by the City Engineer. For Storm Water Drainage Improvements dedicated to the public, the Surety for Drainage Improvements dedicated to the public, the Surety for Drainage Improvements shall not be released until the City has accepted the Storm

Water Drainage Improvements. For Storm Water Drainage Improvements intended to remain private, the Surety for Drainage Improvements shall not be released until the City has approved the proper construction of said improvements and a maintenance entity has been established with the responsibility of future maintenance of all of the Storm Water Drainage Improvements not located within public road rights-of-way.

4. Subgrade:

- a. All unstable or otherwise objectionable material of the subgrade shall be removed and replaced with approved material. All holes, ruts, and depressions shall be filled with approved material and, if required, the subgrade shall be thoroughly wetted with water, reshaped, and rolled to the extent directed in order to place the subgrade in an acceptable condition to receive the base material.
- b. The surface of the subgrade shall be finished to line and grade as established in conformity with typical sections, and any deviation in excess of one half inch (1/2") in cross section and in length of sixteen feet (16') measured longitudinally shall be correct by loosing, adding, or removing material, reshaping and compacting by sprinkling and rolling, Sufficient subgrade shall be prepared in advance to insure satisfactory culmination of the work.
- c. Subgrade material shall be compacted by approved equipment to an apparent dry density of the total material of not less than ninety percent (90%) of the maximum dry density as determined by the modified Proctor compaction test made in accordance with the procedure outlined in the Texas Highway Department Testing Manual. Tests for density will be made within twenty-four (24) hours after compaction operations are completed. If the material fails to meet the density specified, it shall be reworked as necessary to obtain the density required.
- d. When a fill is required to achieve the prescribed subgrade elevation, such fill shall be placed in uniform lifts covering the entire width of the cross section. Prior to compaction, the layers shall not exceed a recommended 8" depth where pneumatic tire rolling with other types of rollers. Each lift shall be compacted to the required density before succeeding lifts are placed.
- e. The subgrade shall be inspected and approved, in writing, by the City Engineer, or other person designated by the City Commission, prior to the placement of any base on subject grade.

5. Base Material:

- a. All roads and streets shall receive base material in the minimum amounts as shown in VI.2. Minimum Requirements.
- b. Subbase must be approved, in writing, before the placement of any base material.
- c. Roadway base material shall conform to the requirements to the Texas Highway Department Standard Specification Item 248 (crushed stone). The crushed stone shall have an abrasion of not more than forty (40) when subject to the Los Angeles Abrasion Test (AASHO-T96). Caliche or other material is strictly prohibited.
- d. Base material shall meet the following minimum requirements:

Retained on a 2 1/4" screen	0 to 10%
Retained on a No. 4 sieve	35% to 75%
Retained on a 40 mesh sieve	60% to 85%
Liquid limit shall not exceed	40
Plasticity index shall not exceed	16

- e. Standard methods of compaction shall be used, and base material shall be applied and compacted in a minimum to two (2) course, and to a minimum density of 95% modified proctor.
- f. Test reports showing base material compliance, from a certified testing laboratory, shall be submitted to the County Engineer. Minimum tests made and submitted shall be one for each 500 cubic yards of base material placed, with a minimum of one per project. Such test shall be made by and at the expense of the owner, by a testing laboratory selected or approved by the City Engineer. Additional tests may be required. Additional tests, if required, will be made at the discretion of the City Engineer.
- g. Compliance test reports shall be submitted prior to request for inspection of completed base.
- h. The quantity of base material shall be ascertained in a manner acceptable to the City of Spring Branch Engineer. The following methods are suggested:
 - a. Certified truck tickets
 - b. Core samples at selected intervals
 - c. Pick and shovel samples at selected locations.

Quantity is to be ascertained prior to final inspection of completed base.

- i. Completed base shall be inspected and approved, in writing by the City of Spring Branch Engineer or other person designated by the City Commission, prior to placement of any pavement.
6. Pavement:
- a. All roads and streets shall be paved with one of the following two types and shall conform to the requirements for the respective type used:
 - Hot Mix Asphaltic Concrete Pavement
 - 1) The asphaltic material for Prime Coat shall meet the requirements for Cutback Asphalt, MC-1, Item 310, Texas Highway Department Specifications. Prime Coat shall be applied as directed by the Engineer, with an approved sprayer, at a rate of not to exceed 0.25 gallon per square yard of surface.
 - 2) The asphalt material for Tack Coat shall meet the requirements for Cutback Asphalt, RC-2, Item 310, Texas Highway Department Specifications. Tack Coat shall be applied when and as directed by the Engineer, with an approved sprayer, at a rate not to exceed 0.10 gallon per square yard of surface.
 - 3) The compacted surface course shall be applied at the rate of one hundred sixty-five pounds (165 lbs.) per square yard. For industrial roads, it shall be applied at one hundred ninety pounds (190 lbs.) per square yard. Measurement by weight

shall be on truck scales approved by the Engineer. Records shall be kept on the tare load, total load, and net load of the mixture for each load of same. The paving mixture and construction methods shall conform to Item 340, "Hot Mix Asphaltic Concrete", Type "D", of the Standard Specifications adopted by the State Highway Department of Texas, January 2, 1982, with the exception of the amended clauses cited below:

- a) Stability of Item 340, Description, is hereby supplemented by the following:
The Stability of the compacted mixture shall not be less than forty five percent (45%) nor more than sixty five percent (65%).
- b) Course Aggregate, of Item 340.2, Materials, is hereby supplemented by the following:
The course aggregate for Type "D" shall have abrasion of not more than thirty-five (35) when subjected to the Los Angeles Abrasion test (ASSHO-T-96). If crushed gravel is used for Type "D", it shall be so crushed that ninety percent (90%) of the particles shall have more than one crushed face.
- 4) Hot mix asphaltic concrete pavement shall not be placed when general weather conditions, in the opinion of the City of Spring Branch Engineer, are not suitable.
- 5) Test reports showing material compliance, from a certified testing laboratory, shall be submitted to the City of Spring Branch Engineer. Minimum tests made and submitted shall be one for each day's production, or one per 500 tons placed, whichever is least, with a minimum of one per project. Such tests shall be made by and at the expense of the owner, by a testing laboratory selected or approved by the City of Spring Branch Engineer. Additional tests may be required. Such additional testing will be made by the City of Spring Branch Engineer.

Two Course Surface Treatment Pavement

- 1) The two-course surface treatment shall conform to Item 322 of the Texas Highway Department Standard Specifications for street construction, dated 1982, except as modified below:
 - a) Prime Coat shall be MC-1
 - b) Tack Coat shall be AC-5
 - c) First Course stone shall be Grade 4, Type B.
 - d) Second Course stone shall be Grade 5, Type PB.
- 2) The rate of application for the AC-5 shall be .25 -.35 gallon per square yard of the first course and .10-.20 gallon per square yard for the second course.
- 3) Rock will be applied at the rate of one (1) cubic yard per ninety (90) square yards for the first course and one (1) cubic yard per one hundred (100) square yards for the second course.
- 4) Rolling is required to achieve a uniform embedment and the contractor shall broom off loose aggregate remaining. If bleeding occurs, the contractor shall apply sand to the finished surface for whatever period is required to absorb the excess asphalt.

- 5) The type and grade of all asphaltic material and aggregate shall be approved by the City of Spring Branch Engineer prior to application. Variation in asphaltic materials may be required due to various conditions. Test reports from a certified laboratory, showing the type and grade of asphaltic material and aggregates, shall be furnished to the City of Spring Branch Engineer. Reports are to be provided and at the expense of the owner, by a testing laboratory selected or approved by the City Engineer.
- 6) The quantities of materials used shall be ascertained in a manner acceptable to the City of Spring Branch Engineer.

7. Traffic Signs and Guard posts:

Signs and guard posts shall be installed by the City Road Department in accordance with the Manual on Uniform Traffic Control Devices for Streets and Highways and as directed by the City Engineer. The Developer will be responsible to pay the cost of labor and materials for this portion of road requirements.

Traffic Sign Requirements:

Engineer Grade Reflective Sheeting on .080 Aluminum	
Octagon (Stop)	24"X24"
Triangle (Yield)	30"X30"X30"
Square (Regulatory Signs)	24"X24"
Rectangle (Regulatory Signs)	24"X18"
Rectangle (Large Arrows)	48"X24"

Street Name Signs:

Engineer Grade Reflective Sheeting on Aluminum
 White Lettering on Green Background
 Use 4" Series C (or B) Upper-Case Letters on 6" Street Name Sign Blank
 Use 2" Series C (or B) Upper-Case Letters for Street, Lane, Road, etc.

"U" Channel Posts:

Length: 10'-2 pound per foot weight
 Color: Green

Guard Post Requirements:

4" square reflective yellow delineator on "U" channel post 6' 1.12 lb. per foot, galvanized

Reflecting street signs shall be installed by the subdivider at all intersections and at other points where appropriate within or abutting the subdivision. Street signs shall be placed in a uniform manner throughout the subdivision. Signs shall be placed on approved metal posts 5' above the pavement in accordance with the Texas Highway Department Standards and at the expense of the Developer.

VII. Final Inspection and Acceptance:

1. The subdivider, upon completion of drainage, roads, streets and other facilities intended for the use of the public or purchasers or owners of lots fronting or adjacent to, shall request from the City Engineer a final inspection.
2. The City Engineer, or other person designated by the City Commission, will within 15 days, inspect the completed work for compliance.
3. The subdivider will be notified, in writing, of any work not found in compliance with the Subdivision Regulations. The City Commission will establish a reasonable time for correction of the defective work and the subdivider shall make the necessary corrections within the time set, or such corrections will be made by action taken upon the performance bond or letter of credit.
4. If the work is found to be in compliance, the City Engineer's written recommendation to accept the construction will institute the process to accept the roads into the City of Spring Branch Unit Road System. It is the responsibility of the developer/subdivider to obtain the City engineer's written recommendation and forward it to City Commission no less than 30 days prior to expiration date of the construction bond or letter of credit.
5. When, in the opinion of City Commission, extremely bad weather or other substantially unusual conditions, justify approval of an extension of time for construction completion, an extension of the existing bond or letter of credit may be granted, provided the request for such extension is made in writing and received by City Commission 30 days prior to original expiration date.

VIII. Miscellaneous:

1. The City of Spring Branch shall not construct, repair, maintain, etc., improvements of a property owner that exist within the City right-of-way. Ornate mailboxes, driveways and entrances (stone, brick, pillars, etc.) shall not be permitted.
2. There shall be no reserve (access easements) strips controlling access to land dedicated or intended to be dedicated to public use.
3. No authority for the enforcement of subdivision deed restrictions shall lie with the City of Spring Branch. Such enforcement, if any, shall rest solely with the property owner, purchaser, or land-owners' association.
4. The responsibility for all costs of the in-place improvements are required by these Regulations shall be borne by the Subdivider.
5. Water distribution lines shall be located within 5' of the property line when placed in City right-of-way. All water valves shall be conspicuously marked.
6. Construction bonds/letters of credit shall be submitted as a prerequisite for preliminary plat approval and the full amount of the bond/letter of credit shall remain in force until road construction is completed and roads are approved by the City Commission.
7. The City of Spring Branch shall not repair or maintain streets or roads that have not been accepted into the Unit Road System by the City Commission.

8. Access to all new subdivision shall be from an adequate County maintained street (road) or a state or federally maintained road or street.
9. All streets (roads) constructed in subdivisions located in the City of Spring Branch shall adhere to the regulations and standards as approved by City Commission whether public or private.
10. Cul-de-sac streets shall be 100 feet (100') in diameter for residential; 200 feet (200') diameter for industrial and commercial subdivision.
11. When a subdivision lies in the City's ETJ, the City of Spring Branch Subdivision Regulations platting requirements shall be met. A request for a variance shall be submitted to City Commission for approval.

IX. Separability of Provisions:

It is hereby declared to be the intention of the Spring Branch City Commission that the several provisions of these regulations are separable, in accordance with the following:

1. If any sentence, phrase, section, paragraph, article or any part of these rules, regulations and requirements is declared invalid, unenforceable or unconstitutional for any clause or reason, such invalidity, unenforceable or unconstitutionality shall not be held to affect, invalidate or impare the validity, force or effect of any other sentence, phrase, section, paragraph, article or any other part of these rules, regulations and requirements.
2. If any court of competent jurisdiction shall judge invalid the application of any provision of these regulations to a particular property, such judgement shall not affect the application of said provision to any other property not specifically included in said judgement.

SECTION B

I. **FORMS**

Forms	Page
Information and Stipulations to be included in Construction Letter of Credit	35
Agreement Between Developer and the City of Spring Branch	36
Construction Bond	37
Cancellation or Revision of ALL or Part of a Recorded Subdivision	49
Variance Request	40
Lienholder Acknowledgement	41

**Information and Stipulations to be included in Construction Letter of Credit for
City of Spring Branch, Texas**

1. Letter of Credit (initial one-year period) must be produced on a Texas Bank form or Letterhead, designated as an irrevocable letter of credit or irrevocable commercial credit, and signed by a representative of the bank, with name and title typed in.
2. The Following data must be included:
 - a. Date of Issuance
 - b. Credit Number
 - c. Amount
 - d. Subdivision Name and Unit Number
 - e. Name and Address of Applicant/Developer
 - f. Beneficiary listed as: Spring Branch City Commission
ATTN: Subdivision Coordinator
P.O. Box 1143
Spring Branch, Texas 78070
3. Inclusion or attachment of the following statement for clarification of agreement between City Commission and developer: (developer signature required).

If, on _____, (30 days prior to the expiration of the aforementioned Letter of Credit), one of the following has not occurred, the City of Spring Branch may call the aforementioned Letter of Credit.

 - A. Completed construction of all roads, drainage structures, guard rails, signs, etc., according to county standards and subdivision plat. Approval of said construction, by County Engineer, shall have been secured, in writing, on or before the date listed in the previous paragraph.
 - B. Written request for an extension of time on construction (stating reasons) and receipt of an extension on the Letter of Credit (amount shall not be less than the original amount; duration shall be determined by the City Engineer) received in the City Engineer's office. Extension will take effect the day following expiration of current Letter of Credit. City Commission reserves the right to revise the duration of or not to accept the extension.

No further notification shall be given to the developer. It is entirely the responsibility of the developer to monitor his development schedule and adhere to the requirements as stipulated herein.

Date

Developer

City of Spring Branch Unit Road System

P.O. Box 1143
Spring Branch, Texas 78070

Agreement Between Developer and the City of Spring Branch
Regarding Road Construction and Letter of Credit for

(Subdivision)

Spring Branch City Commission reserves the right to call in the Letter of Credit dated the _____ day of _____, 20____, # _____ from _____.
(Bank)

_____, developer, covenants and agrees to all matters in this supplemental agreement in consideration of City of Spring Branch accepting the aforementioned Letter of Credit.

If, on _____, (30 days prior to the expiration of the aforementioned Letter of Credit), one of the following has not occurred, City of Spring Branch may call the aforementioned Letter of Credit.

- A. Completed construction of all roads, drainage structures, and guard rails, signs, etc., according to county standards and subdivision plat. Approval of said construction, by County Engineer, shall have been secured, in writing, on or before the date listed in the previous paragraph.
- B. Written request for an extension of time on construction (stating reasons) and receipt of an extension on the Letter of Credit (amount shall be not less than the original amount; duration shall be determined by the City Engineer) received in the City Engineer’s office. Extension will take effect the day following expiration of current Letter of Credit. City Commission reserves the right to revise the duration of or not to accept the extension.

No further notification shall be given to the developer. It is entirely the responsibility of the developer to monitor his development schedule and adhere to the requirements as stipulated herein.

Signed: _____
(Developer)

Date: _____

(Address)

CONSTRUCTION BOND

Bond #

DATE OF ISSUANCE: _____

DATE OF EXPIRATION: _____

STATE OF TEXAS

COUNTY OF COMAL

KNOW ALL MEN BY THESE PRESENTS:

That we, _____, the undersigned subdivider, as Principal, and _____, as Surety, do hereby acknowledge ourselves to be held and firmly bound unto the City of Spring Branch, Texas, in the full and just sum of \$_____, for the payment of which well and truly to be made, we hereby bind ourselves and our respective heirs, administrators, executors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has petitioned the City of Spring Branch City Commission for permission to develop a subdivision within the jurisdiction of Spring Branch, Texas, more particularly described as follows, to wit: _____.

WHEREAS, under the provisions of the City of Spring Branch Subdivision control regulations adopted as of _____, the City requires a condition precedent to the granting of such petition, that the Principal furnish a guarantee that he will construct, or cause to be constructed, according to the requirements of such subdivision control regulations, the following site improvements by _____: Construction of _____ of City Grade Asphalt Road in accordance with requirements of City of Spring Branch Subdivision Regulations and any other site improvements as required in the City of Spring Branch Road Department Standards.

NOW, THEREFORE, the condition of this obligation is such that if the Principal shall not, on or before 30 days prior to the expiration date, construct or cause to be constructed, the above-mentioned

Improvements and have construction verified in writing by the City Engineer and communicated to City Commission, then City Commission may exercise its right to demand payment of the amount specified herein. This bond shall be released by City of Spring Branch following the completion and acceptance of all construction as specified above.

IN TESTIMONY, WHEREOF, WITNESS OUR HAND AND SEAL, this ____ day of _____, of _____.

Developer Name

Name
Address

Lienholder Name

Name
Address

APPROVED AND ACCEPTED this the _____ day of _____, _____.

_____, TEXAS

By: _____
Title: _____

APPLICATION FORM
CANCELLATION OR REVISION OF ALL OR PART OF A RECORDED SUBDIVISION

I/We the Undersigned, _____

(print name and address)

Being owner(s) of _____
(lot(s) and subdivision name, including unit number)

Subdivision do officially request that the following action be permitted:
(DESCRIBE)

Further I/we state that:

() I/We the above mentioned owners of said tract(s) have clear title to same; or

() The following persons/institutions hold mortgages on said tracts.

All will submit statement of non-objective to proposed resubdivision before
application will be processed.

(name and address)

Signed: _____
(owner) (owner)

Date: _____

On this _____ day of _____, _____, in a duly convened meeting of
City Commission of Spring Branch, the request to cancel or revise the above mentioned
subdivision was officially granted/denied because of the following reasons:

City Engineer

VARIANCE REQUEST

I/We the Undersigned, _____

(print names)

Being owner(s) of proposed _____
Subdivision, do officially request that the variance request _____
_____ be granted

(state subdivision regulation – cite page and paragraph)

By the City of Spring Branch for the above subdivision during this plat review session for the following reasons:

Date: _____ Signature: _____

Address: _____

Granting/Denial of Variance Request

On this _____ day of _____, _____, in a duly convened meeting of the City Commission of Spring Branch, the request for variance(s) for _____ subdivision was officially granted/denied because of the following reasons:

City Engineer

LIENHOLDER ACKNOWLEDGEMENT

Note: Holders of all liens against the property being platted must be made a part of the final plat or prepared as separate instruments which shall be filed for record the plat. (If filed as a separate instrument, lienholder's name and address must be noted on the plat, and the lienholder document must reference the name/title of the subdivision plat.) All lienholders' signatures shall be acknowledged by a Notary Public

I (or we), _____ owner and holder (or owners and holders) of a lien (or liens) against the property described in the plat known as _____ said lien (or liens) being evidenced by instrument of record in Document # _____ of the Real Property Records of _____ County, Texas, do hereby in all things subordinate to said plat said lien (or liens), and I (or we) hereby confirm that I am (or we are) the present owner (or owners) of said lien (or liens) and have not assigned the same nor any part thereof.

The Lienholder acknowledges that a foreclosure of said lien will require the preparation of a subdivision plat if the foreclosure results in a division of a tract of land, pursuant to applicable State, county, and municipal regulations. The lienholder also acknowledges that the foreclosed tract may not comply with applicable subdivision regulations without significant modification, additional access, or other requirements.

By: _____
(signature of lienholder (s))

(name (s) and title printed)

STATE OF _____

COUNTY OF _____

Sworn to and Subscribed before me by _____

On the _____ day of _____, _____.

Easement Statement

The property owners are advised that they are responsible for maintenance of dedicated easements on their property and may not utilize these easements for any purpose detrimental to their intended use (i.e., no fences, shrubbery, structures, or septic tank fields, etc.) Comal County reserves the right of access to such easements.”

Owner’s Statement of Roads Dedicated to the Public

State of Texas
County of Comal

The owner of the land shown on this plat and whose name is subscribed hereto, and in person or through a duly authorized agent, hereby dedicated to the use of the public forever all street, parks, water courses, drains, easements, and public places thereon shown for the purposes and considerations therein expressed.

Owner

Address

State of Texas
County of Comal

Before me, the undersigned authority on this day personally appeared _____, know to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed and in the capacity therein stated.
Given under my hand and seal of office this _____ day of _____, A.D.

Notary Public in and for the State of Texas

Owner's Statement that Roads Remain Private

State of Texas
County of Comal

The owner of the land shown on the plat whose name is subscribed hereto, and in person or through a duly authorized agent hereby subdivides this land according to the dimensions as shown. All roads to be constructed in this plat shall not be dedicated to any state, municipality or other government entity. They shall remain private roads.

Owner

Address

State of Texas
County of Comal

Before me, the undersigned authority on this day personally appeared _____, know to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed and in the capacity therein stated.
Given under my hand and seal of office this _____ day of _____, A.D.

Notary Public in and for the State of Texas

II. APPENDIX OF DETAILS:

Design Criteria	45
Culvert Header	46
Typical Location for Stop or Yield Sign	47
Typical Guard Post	48
Figure 3-A	49
Table for Radius Return at Intersections	50
Cul-de-Sac Detail	51
Square Out Turn-Around on Dead-End Street	52
Typical Local Street Cross Section	53
Plan of Driveway Entrance	54
Concrete Dip-Type Driveway	55
Asphalt Dip-Type Driveway	56
Driveway with Culvert	57

1. DESIGN CRITERA

CURVES:

Radius:	Degree :
55 mph 1050'	5 deg. Desirable
50 mph 700'	8 deg. Minimum
40 mph 470'	12 deg. Special Conditions
30 mph 280'	21 deg. Subdivision Street

GRADIENT :

5% Desirable
9% Maximum
12% Special Conditions

PASSING SIGHT DISTANCES :

55 mph 2000' Desirable
45 mph 1200' Minimum
30 mph 600; Subdivision Street

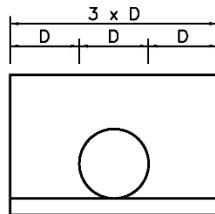
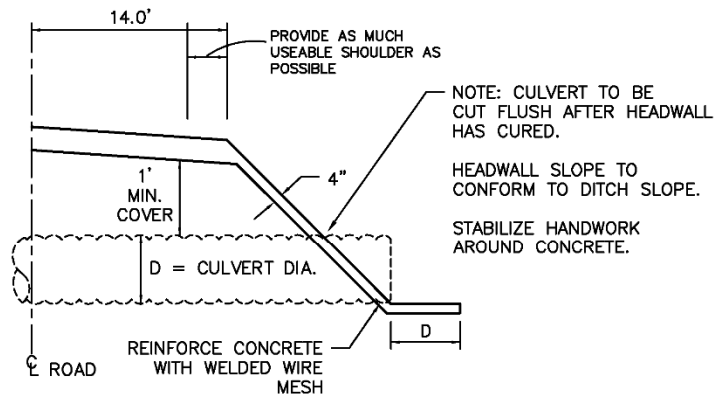
INTERSECTION RADII:

25' Minimum
30' Desirable

<u>Angle of Turn</u>	<u>Radius</u>
90 deg .	30'
75 deg.	35'
60 deg.	40'
45 deg.	50'
30 deg.	60'

ROADWAY WIDTH:

Pavement	22' minimum – Streets & Collectors 24' minimum – Arterials
Roadbed	28' minimum – Streets 32' minimum – Collectors 40' minimum – Arterials
Arterial Shoulders	8' minimum – Wherever possible 10' desirable – Wherever possible
Right-of-way	60' minimum – Streets 80' minimum - Arterials

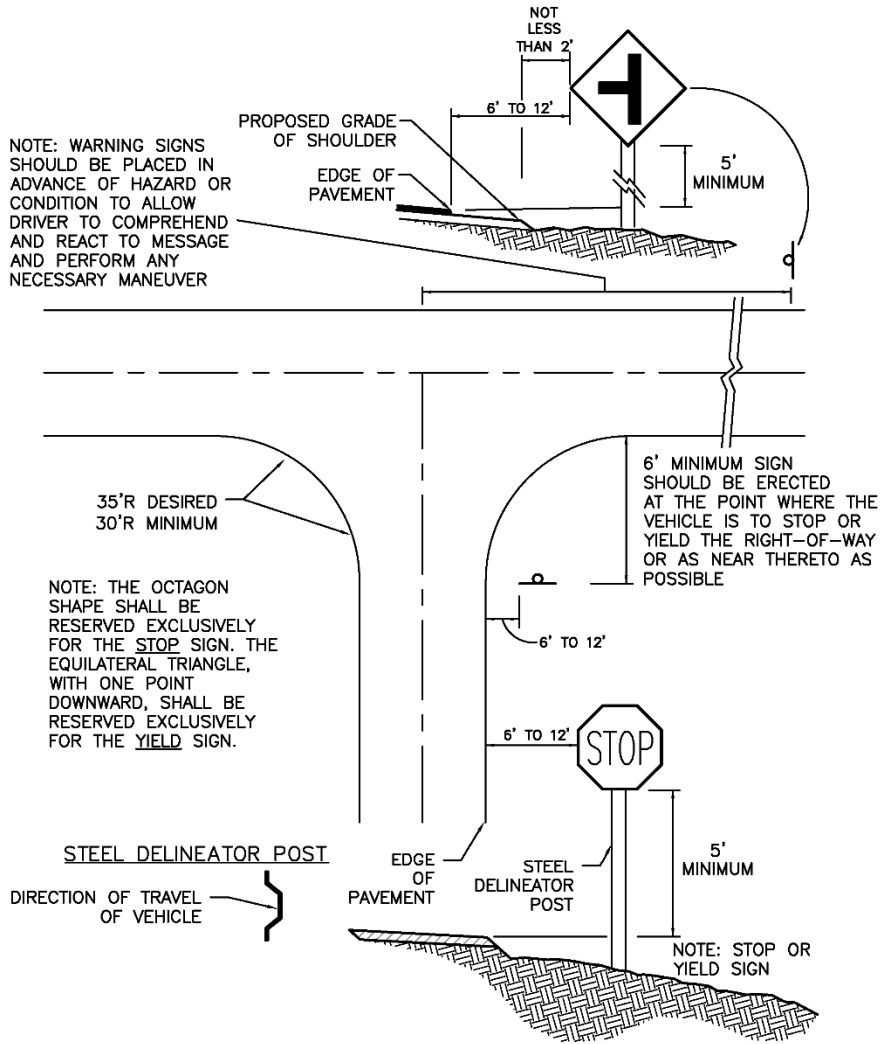


CULVERT HEADER

NOTE: THESE ARE MINIMUM CONDITIONS ONLY - LOCAL CONDITIONS MAY REQUIRE ADDITIONAL AMOUNTS OF PAVING - PER SPRING BRANCH ROAD DEPARTMENT

CULVERT HEADER
NOT TO SCALE



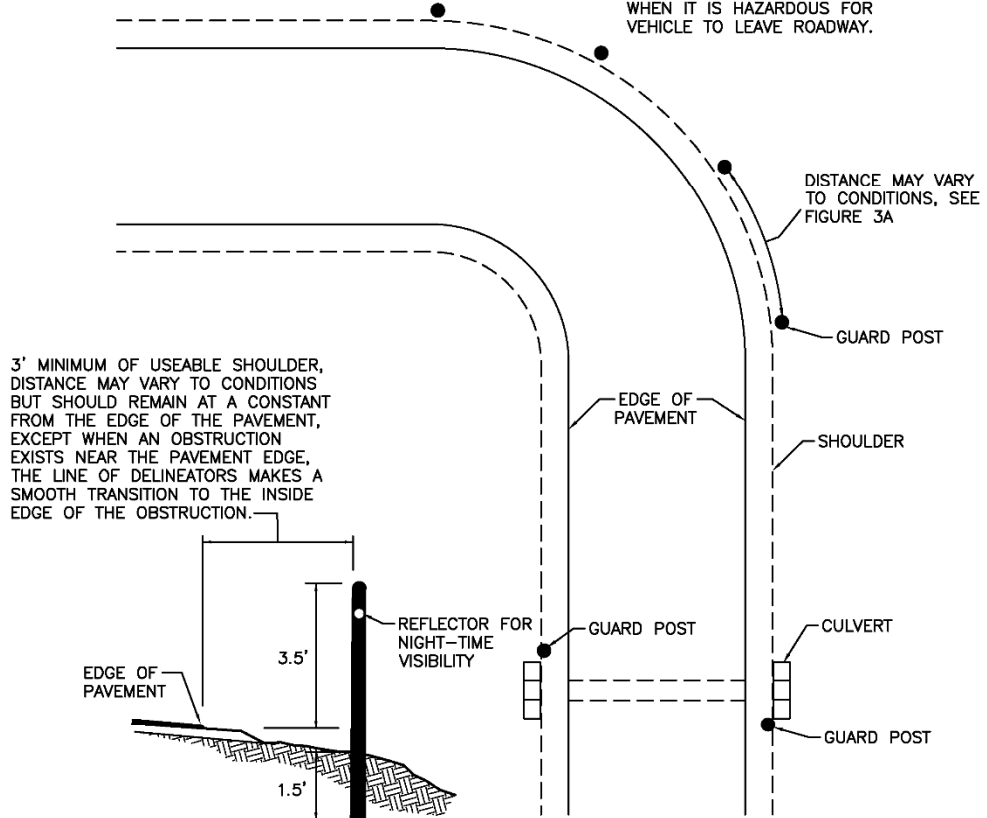


TYPICAL LOCATION FOR
STOP OR YIELD SIGN

NOT TO SCALE



GUARD POST MAY BE USED TO PROVIDE DELINEATION OR WARNING OF A HAZARD OR AN ACCIDENT-PRONE SITUATION. GUARDRAIL MAY BE USED WHEN IT IS HAZARDOUS FOR VEHICLE TO LEAVE ROADWAY.



3' MINIMUM OF USEABLE SHOULDER, DISTANCE MAY VARY TO CONDITIONS BUT SHOULD REMAIN AT A CONSTANT FROM THE EDGE OF THE PAVEMENT, EXCEPT WHEN AN OBSTRUCTION EXISTS NEAR THE PAVEMENT EDGE, THE LINE OF DELINEATORS MAKES A SMOOTH TRANSITION TO THE INSIDE EDGE OF THE OBSTRUCTION.

NOTE: THESE ARE GENERAL SPECIFICATIONS ONLY. LOCAL CONDITIONS MAY REQUIRE CONSULTATION WITH SPRING BRANCH ENGINEERING DEPARTMENT

TYPICAL GUARD POST

NOT TO SCALE



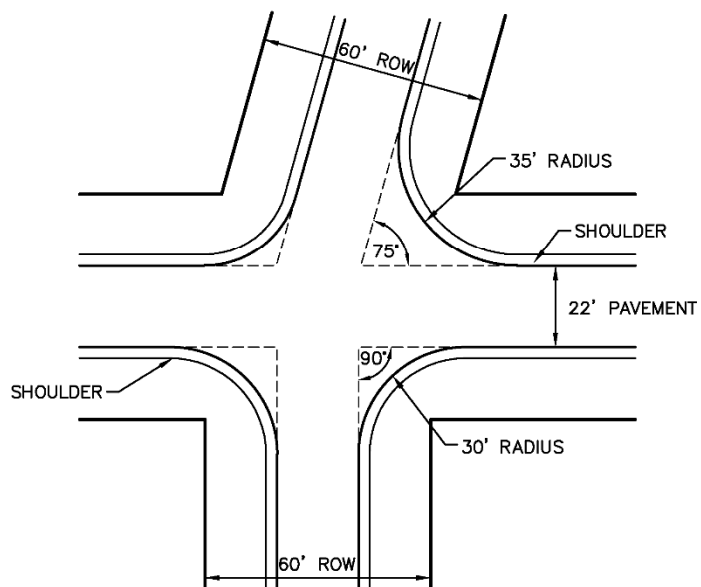
SUGGESTED MAXIMUM SPACING FOR HIGHWAY DELINEATORS ON HORIZONTAL CURVES

RADIUS OF CURVE (IN FEET)	SPACING ON CURVE (IN FEET)	SPACING IN ADVANCE & BEYOND CURVE (IN FEET)		
		1ST	2ND	3RD
50	20	45	65	125
150	30	60	90	180
200	35	70	110	215
250	40	85	125	250
300	50	95	145	290
400	55	110	170	300
500	65	125	190	300
600	70	140	210	300
700	75	150	230	300
800	80	165	245	300
900	85	175	260	300
1,000	90	185	275	300

SPACING FOR SPECIFIC RADII NOT SHOWN MAY BE INTERPOLATED FROM TABLE OR COMPUTED FROM THE FORMULA $S=3 \sqrt{R-50}$. THE MINIMUM SPACING SHOULD BE 20 FEET. THE SPACING ON CURVES SHOULD NOT EXCEED 300 FEET. THE SPACING OF THE FIRST DELINEATOR APPROACHING A CURVE IS 2 S, THE SECOND 3 S, AND THE THIRD 6 S, BUT NOT TO EXCEED 300 FEET. IF A SPACING LESS THAN 300 FEET IS USED APPROACHING THE CURVE, THE DISTANCE SHOWN ABOVE SHOULD BE ADJUSTED ACCORDINGLY.

FIGURE 3A
NOT TO SCALE



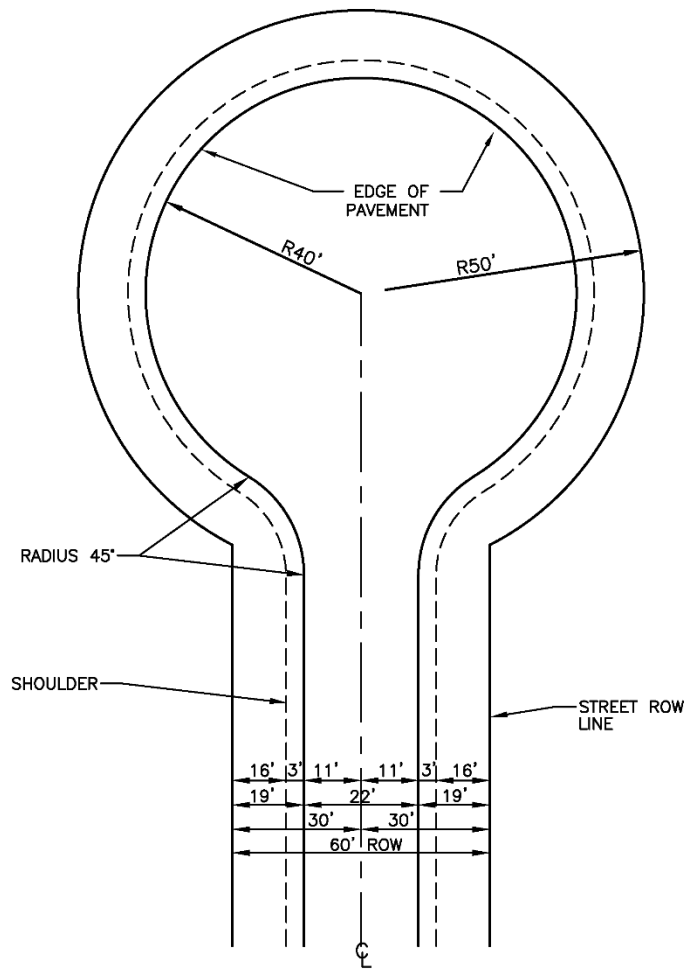


ANGLE OF TURN IN DEGREES	RADIUS IN FEET
30	60
45	50
60	40
75	35
90	30
105	35
120	40
135	50
150	60

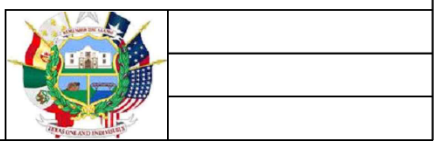
TABLE FOR RADIUS RETURN AT INTERSECTIONS

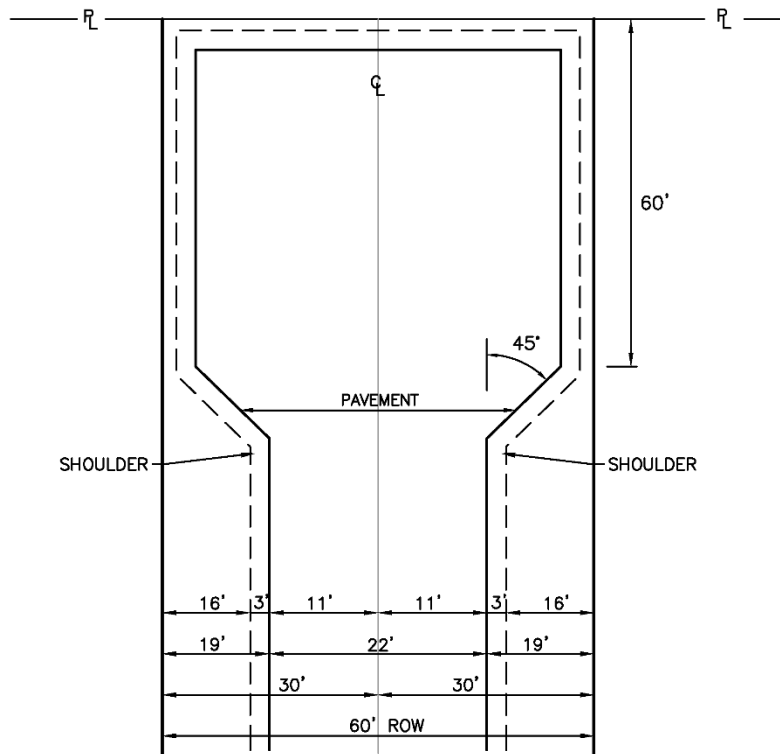
NOT TO SCALE





CUL-DE-SAC DETAIL
NOT TO SCALE

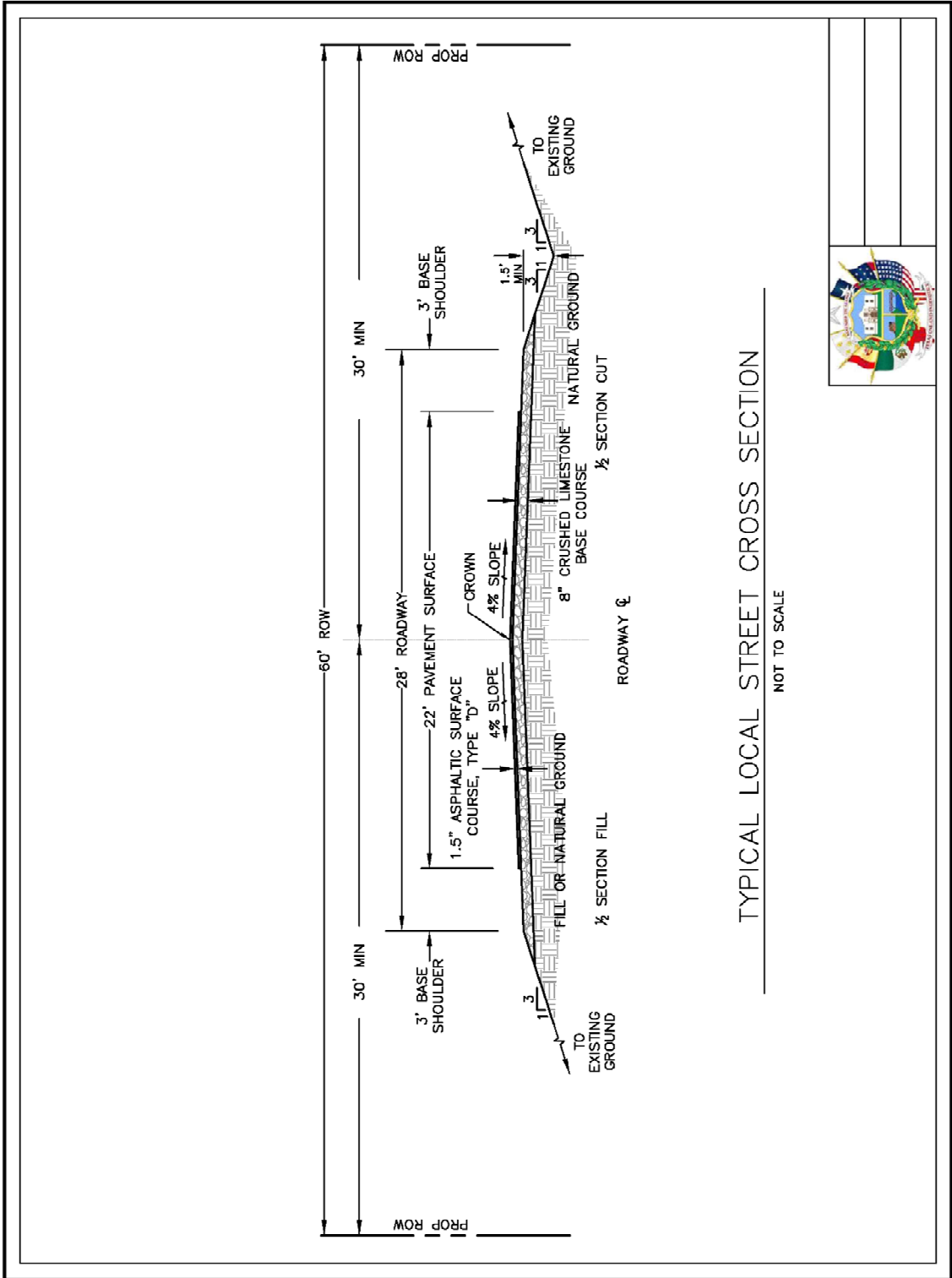




SQUARE OUT TURN-AROUND
ON DEAD-END STREET

NOT TO SCALE



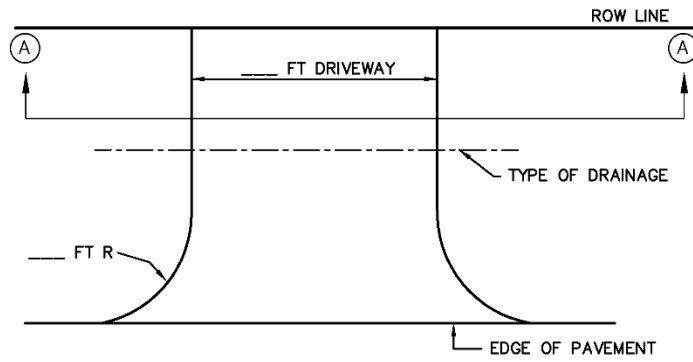
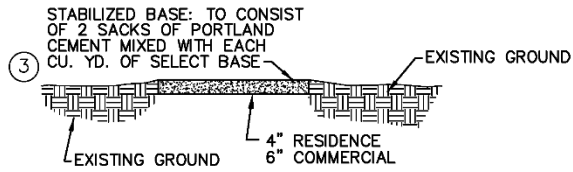
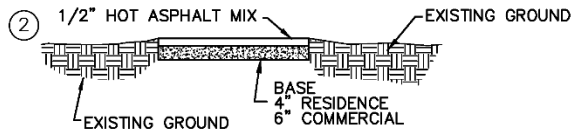
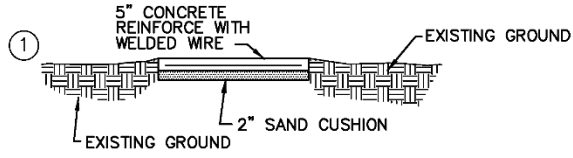


TYPICAL LOCAL STREET CROSS SECTION

NOT TO SCALE



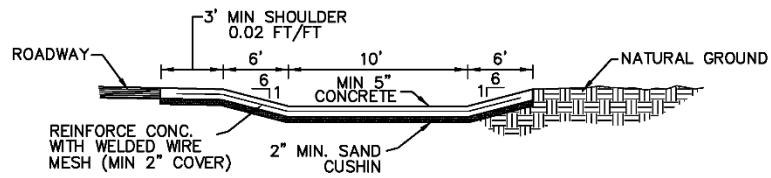
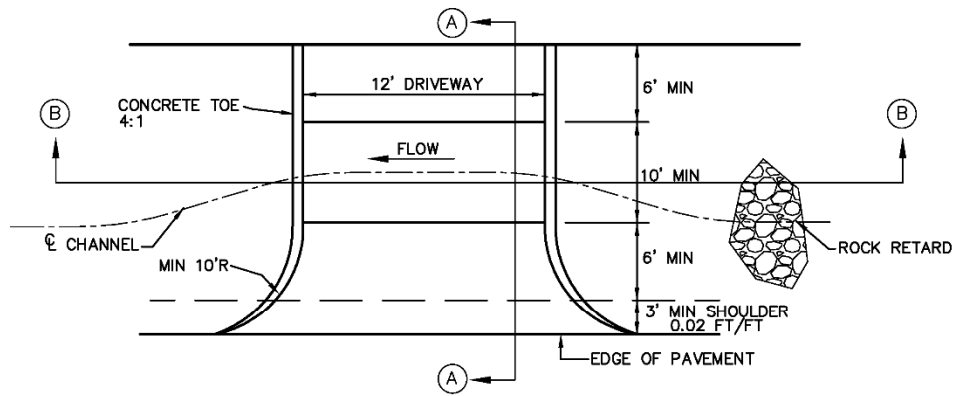
SECTION A-A



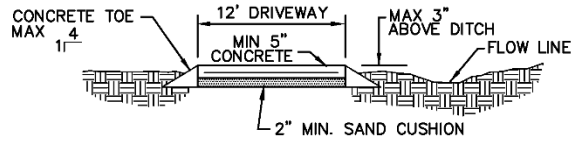
PLAN OF DRIVEWAY ENTRANCE

NOT TO SCALE





SECTION A-A



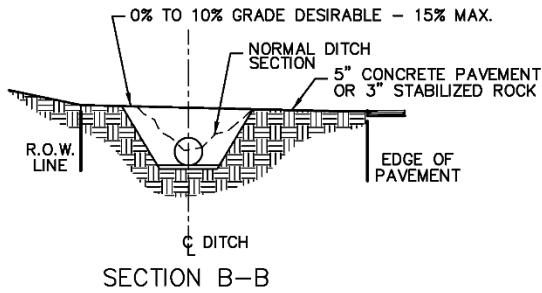
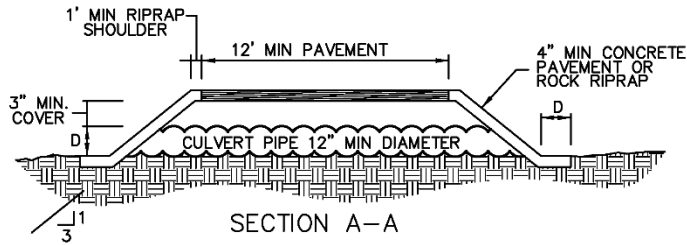
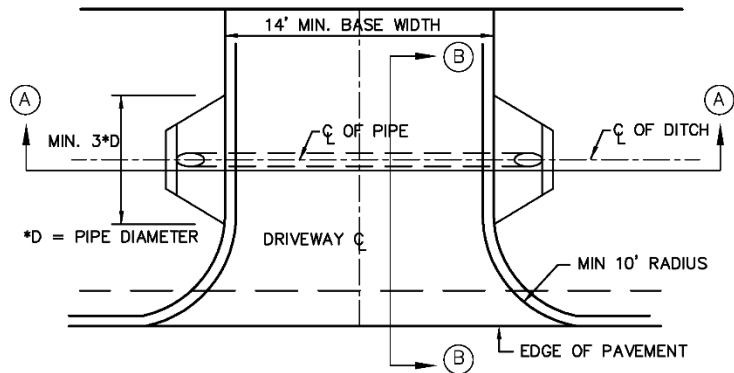
SECTION B-B

NOTE: ADD DITCH-ROCK RETARD-10' UPGRADE OF DRIVE WITH DITCH GRADE OVER 4%

CONCRETE DIP-TYPE DRIVEWAY

NOT TO SCALE





NOTE: IT IS RECOMMENDED THAT A CULVERT TYPE DRIVEWAY BE USED ONLY WHEN EXTREME CONDITIONS PREVENT THE DIA. TYPE DRIVEWAY FROM BEING FEASIBLE. SEE ASPHALT DIP-TYPE DRIVEWAY AND CONCRETE DIP-TYPE DRIVEWAY DETAILS. CONSULT WITH CITY OF SPRING BRANCH ENGINEER FOR APPLICATION TO LOCAL CONDITIONS.

DRIVEWAY WITH CULVERT

NOT TO SCALE



SUBDIVISION PLAT APPLICATION - FORM A

This section for staff use:

Table with 2 columns: Date / Time Received, Initials

Instructions: Complete or indicate as Not Applicable (NA) all items.

SECTION I.

1. SUBDIVISION NAME: _____

2. PLAT TYPE (See corresponding column, page 2):

- New Plat, Revision (Vacate & Replat), Revision w/public notice

3. PLAT LOCATION:

- Inside city limits, Extra-territorial jurisdiction (ETJ) of a city

4. PLAT DATA:

a. Total acreage: _____ b. Total acreage of lots: _____ c. Total acreage of roads: _____

d. Total acreage dedicated to the public as right-of-way: _____ No dedication of right-of-way to public

e. Total number of lots: _____ f. Linear feet of roads: _____

g. ROAD TYPE: Public, Private, No roads

h. DRAINAGE SYSTEM: Open ditch, Curb & gutter, No roads

i. WATER SYSTEM: Public (TCEQ certified public water supply system), Individual wells

j. WASTEWATER SYSTEM: Public, Individual on-site sewage facilities (OSSF)

k. Are you proposing a residential subdivision... similar structure that uses On-Site Sewage Facilities (OSSF) for sewage disposal? Yes No

l. Will the proposed subdivision activity affect any existing OSSF components? Yes No

m. If you answered "Yes" to Item(s) k and/or l above, please submit Item g. under Section II on the next page.

5. CONTACTS:

Property Owner(s): _____

Email: _____ Phone: _____ Fax: _____

Address: _____

City: _____ State: _____ Zip: _____

Applicant (please sign application, pg. 2): _____

Email: _____ Phone: _____ Fax: _____

Address: _____

City: _____ State: _____ Zip: _____

SECTION II.

APPLICATION REQUIREMENTS

(For definitions of requirements, see SUBDIVISION RULES & REGULATIONS.)

<input type="checkbox"/>	Action required
<input type="checkbox"/>	Conditional action req'd
<input checked="" type="checkbox"/>	No action required

	New plat	Revision	Revision w/public notice
a. This completed Application Form A ~AND~ Application Fees (\$100 per resulting lot)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Completed <u>Variance Request form</u> * ~OR~ Letter stating there are no variance requests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. 5 copies of the Proposed Plat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Copies of Recorded Deeds indicating current ownership of property within plat boundary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Completed <u>Application Form for Cancellation or Revision of All or Part of a Recorded Subdivision</u> *	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. List of all adjacent property owners ~AND~ their addresses ~AND~ legal notice fee (\$75.00)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g. City APPROVAL of <u>Application for Licensing Authority Recommendation for Private Sewerage Facilities</u> *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(See Items k, l, & m under Section I.4 on previous page for conditions.)			
h. Written Approval from City Floodplain Coordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Comment Letters (referencing plat review) from servicing utilities:			
I. Electric	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II. Telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Tax Certificates (original) -Tax Office signed & sealed - showing current year's taxes paid in full	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. USGS plat location map	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
l. Existing Improvement Sketch showing all improvements, including wells & all components of OSSFs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. Master Plan ~OR~ letter stating owner has no additional property contiguous to plat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n. <u>Lienholder Acknowledgment</u> * (original) ~OR~ Letter stating there are no liens on plat property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o. Water Availability Certification (for plats or master plans consisting of more than 5 lots)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p. Storm Water Drainage Analyses, signed & sealed by Registered P.E., ~AND~ Surety, with Construction Cost Estimate & Construction Schedule (If surety is not applicable, submit explanation.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
q. TxDOT Area Engineer plat approval ~OR~ Letter stating plat does not front TxDOT road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
r. TCEQ approval (pursuant to 30 TAC, Ch. 213) for development over the Contributing Aquifer Recharge Zone Prior to construction~OR~ Letter stating that plat is not located over the Edwards Aquifer Contributing Zone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION III. (For plats with proposed roads)

s. Cost Estimate based on/projected to surety expiration date, ~AND~ Surety, ~AND~ Construction Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
t. Drainage Plans & Calculations prepared by Registered Professional Engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
u. Plans and Profiles for proposed roads with grades exceeding 10%, ~OR~ Letter stating that all existing road slopes are less than 10%	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v. Approval Letter(s) from City Address Coordinator for all proposed street names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
w. Private Road Compliance Documentation, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I affirm that I have provided all information required for my plat type and that this submission constitutes a complete plat application. I understand that, within 10 business days of the City of Spring Branch receipt of this plat application, the City will notify me of any missing documents and/or information necessary to complete this application.

Applicant Signature

Date

**SUBDIVISION PLAT APPLICATION FORM B
AMENDING PLAT**

This section for staff use:

Date / Time Received Initials

Instructions: Complete or indicate as Not Applicable (NA) all items.

SECTION I.

PLAT INFO:

EXISTING SUBDIVISION PLAT BEING AMENDED, including recording information: _____

PROPOSED AMENDING PLAT TITLE: _____

Total acreage of lots: _____

Total number of lots: _____

Check all that apply:

Inside city limits

ETJ

WASTEWATER SYSTEM:

Public

Individual on-site sewage facilities

WATER SYSTEM:

Public (TCEQ-certified public water supply system)

Individual wells

CONTACTS:

Property Owner(s): _____

Email: _____ Phone: _____ Fax: _____

Address: _____

City: _____ State: _____ Zip: _____

Applicant (please sign application, pg. 2): _____

Email: _____ Phone: _____ Fax: _____

Address: _____

City: _____ State: _____ Zip: _____

SECTION II.

APPLICATION REQUIREMENTS

(For definitions of requirements, see **SUBDIVISION RULES & REGULATIONS**.)

- a. This completed Application Form B
- b. 5 copies of the proposed Amending Plat
- c. Copies of Recorded Deeds indicating current ownership of all property within plat boundary
- d. APPROVAL of Licensing Authority Recommendation for Private Sewerage Facilities application *
pursuant to 30 TAC Ch 285, -OR-
Letter from professional engineer or registered sanitarian stating that the proposed subdivision does not affect regulatory compliance of existing OSSF components
- e. Tax Certificates (original) - Tax Office signed & sealed - showing current year's taxes paid in full
- f. Lienholder Acknowledgement * (original) -OR- letter stating there are no lienholders

I affirm that I have provided all information required for my plat type and that this application constitutes a completed plat application. I understand that City of Spring Branch will notify me within 10 business days of any missing documents or other information necessary to supplement this application.

Applicant Signature

Date

* Form available at the City Engineer's Office

CITY OF SPRING BRANCH

CITY ENGINEER'S OFFICE

SUBDIVISION PLAT APPLICATION FORM C

This section for staff use:

For AMENDMENT TO PLAT (combination of existing platted lots only)

Date / Time Received Initials

1. SUBDIVISION NAME: _____

Combining Lots _____, establishing Lot _____ R

2 Inside city limits ETJ

3 APPLICATION REQUIREMENTS:

- a. This completed Application Form C
- b. Amendment to Plat form
- c. Lienholder Acknowledgement (original) OR letter stating there are no lienholders
- d. Copy of Recorded Plat(s) being amended
- e. Copies of Recorded Deeds indicating current ownership of property within plat boundary
- f. Tax Certificates (original) -Tax Office signed & sealed - showing current year's taxes paid in full
- g. *Amendment to Plat* recording fee

4 CONTACTS:

Property Owner(s): _____

Email: _____ Phone: _____ Fax: _____

Address: _____

City: _____ State: _____ Zip: _____

Applicant(s): _____

Email: _____ Phone: _____ Fax: _____

Address: _____

City: _____ State: _____ Zip: _____

I affirm that I have provided all information required for my plat type and that this application constitutes a completed plat application. I understand that City of Spring Branch will notify me within 10 business days of any missing documents or other information necessary to supplement this application.

Applicant Signature

Date

CHECKLIST FOR THE AMENDMENT TO PLAT

PLEASE COMPLETE AND RETURN THIS FORM WITH THE FOLLOWING REQUIRED ITEMS TO THE CITY OF SPRING BRANCH ENGINEERING DEPARTMENT FOR PLACEMENT ON THE COMAL COUNTY COMMISSIONERS COURT AGENDA

Property owner's name (s), address, and phone number: _____

Have the properties been addressed? _____ If so, indicate the lot number and the corresponding address:

Indicate the current number of residential structures on the lots to be amended: _____

SUBDIVISION NAME: _____

LOTS: _____

Completed Subdivision Plat Application "Form C" _____

Completed Amendment to Plat form (notarized signatures)
(complete form in black ink only) _____

Complete Lienholder Acknowledgment form (if applicable)
(Document number or Volume and Page numbers must
Reflect the recorded document indicating the lienholder,
Not the Map and Plat Records.) _____

Copy of recorded plat (18"x24") _____

Copies of recorded warranty deeds and deeds of trust
(if applicable) _____

Original paid tax certificates (for all taxes due) _____

Filing fee (\$120.00 plus \$4.00 per tax certificate page) _____

III. DRIVEWAY PERMITTING

1. Access facilities shall be for the bona fide purpose of securing access to abutting property and location of access driveways shall be selected to provide maximum safety for highway traffic and for users of the driveway facilities.
2. Principles of traffic channelization shall be applied in the design of entrance and exit driveway with their width limited to that necessary for adequate access.
3. Safety zones shall be established between entrances and exit drives, at intersections and at other places when needed to preserve lateral sight distance, channelization of traffic flow, and for safety of pedestrians; and curb or post shall be installed as necessary to prohibit vehicle parking and movement in or through them.

It shall be the policy of the City of Spring Branch to assist in the proper installation of access driveway facilities as follows:

1. The City Road Department will assist in the construction of access driveways by establishing flow-line grades for drainage structures and finished grades for driveway surfaces, if required.
2. The City Road Department will furnish, install and maintain delineator post or barrier type curbs at access driveways where the department finds the need for either of these two types of safety zones for the protection of pedestrians or vehicular traffic based on an engineering analysis of the requirements of each access driveway entrance to be constructed.
3. This City policy shall apply to all access driveways for which future permits are issued and shall apply to existing access driveways which may be destroyed or removed in the construction or reconstruction of highways, and the City Engineer is directed to establish and maintain regulations in sufficient detail to administer the development of all access facilities in conformance with the principles and policies established herein.

PRIVATE DRIVEWAYS

1. Construction, the grantee shall do all work and pay all costs in connection with the construction of access driveways and their appurtenances on the right-of-way.
2. Width, the width shall not exceed twenty-four feet measured at right angles to the centerline of the driveway, except as increased by permissible radii.
3. Angle, the angle of the access driveway from the roadway pavement shall be ninety degrees, except that one-way forty-five degree angle driveways will be permitted.

COMMERCIAL DRIVEWAYS

1. Commercial driveways shall be considered on an individual basis and shall be as approved by the City of Spring Branch Engineer.

DRIVEWAY REGULATION

GENERAL

1. **APPLICATIONS.** Applications for permits shall be made by the owner or lessee, who shall represent all parties in interest, and such permits shall be only for the bona fide purpose of securing or changing access to his property, but not for the purpose of parking or servicing vehicles on the city right-of-way.
2. **PRIVATE DRIVEWAY.** A private driveway is an entrance to and/or exit from a residential dwelling, farm, or ranch adjacent to a city road for the exclusive use and benefit of the grantee.
3. **COMMERCIAL DRIVEWAY.** A commercial driveway is an entrance to and/or exit from any commercial, business, or similar type establishment adjacent to a city road.
4. **INDEMNIFICATION.** The grantee shall hold harmless the City of Spring Branch and its duly appointed agents and employees against any action for personal injury or property damage sustained by reason of the exercise of his permit.
5. **MATERIALS.** The grantee shall furnish all materials necessary for the construction of the entrances and their appurtenances authorized by the permit except that the City Road Department shall furnish guide post or the materials for concrete curbing where channelization is required. All materials shall be of satisfactory quality and shall be subject to inspection and approval of the City of Spring Branch.
6. **CONSTRUCTION AND RECONSTRUCTION.** All new access driveways, following approval of permit, shall be constructed in conformance with the applicable regulations. Any existing access driveway structures which are destroyed or removed in the construction or reconstruction of a section of road will be replaced or reconstructed by the City Road Department to a design within these regulations and a condition equal to or better than the original structures.
7. **INSPECTION – MAINTENANCE.** The City Road Department reserves the right to inspect these installations at any time of construction and at all times thereafter, and to require such changes, maintenance, and repairs as may at any time be considered necessary to provide protection of life and property on or adjacent to the road.

The cost of changes, maintenance and repairs of private and commercial driveways, islands and other access driveway appurtenances on the right-of-way will be the responsibility of the grantee, except as provided under CONSTRUCTION AND RECONSTRUCTION herein.
8. **CHANGES.** No driveway, approach, or other improvement constructed on the right-of-way shall be relocated or its dimensions altered without a duly executed permit from the City Road Department.
9. **DESIGN.** Design requirements for access driveways are as follows:
 - a. All parts of entrances and exits on road right-of-way, including the radii, shall be confined within the grantee's property frontage. Frontage is that portion of the right-of-way lying between the two most distant possible lines drawn perpendicularly from the centerline of the road to the grantee's abutting property line.

- In the event that two or more adjoining grantees agree to combine their property frontage for a combined access facility. It would be authorized under the applicable regulations. The frontage will then be the portion of the right-of-way lying between the two most distant possible lines of the combined frontage drawn perpendicularly from the centerline of the road to the grantee's abutting property lines.
- b. Location of access driveways shall be selected to provide maximum safety for highway traffic and for users of the driveway.
 - c. At any intersection of a city road with another highway, road, or street, where additional sight distance right-of-way exists, no access driveway will be permitted within the frontage thereof. At any other intersection, access driveway shall be restricted for a sufficient distance from the intersection to preserve the normal and safe movement of traffic through it.
 - d. Radii for all access driveways in the city's ETJ shall be not less than ten feet.
 - e. Drainage in roadway side ditches shall not be altered or impeded. When drainage structures are required, size of opening and other design features shall be approved by the City Road Department.
 - f. The safety zones adjacent to access driveways may be filled in provided the requirements below are fully complied with.
 - (1) Surface drainage shall be provided so that all surface water on the filled-in area shall be carried away from the roadbed in a suitable manner.
 - (2) The drainage opening underneath the filled-in area shall be adequate to carry the design flow of water in the roadway side ditches.
 - (3) The filled-in area shall be sufficiently delineated and, where required by the City Road Department, curbs, guide posts, or other satisfactory methods shall be used to prevent the use of the area for parking or travel.
 - (4) The filled-in area shall extend from the right-of-way line to the shoulder line or curbed pavement as the case may be, provided that other limits may be specified by the City Road department to provide conformance with proposed future improvements to the existing road section.
 - (5) The grade on the driveway shall be so constructed as to conform to the slope of the roadway shoulder from the edge of the travelway to the shoulder line and thence shall be sloped downward at approximately one quarter to one inch per foot for a distance necessary to place the low point of the driveway not less than eight inches below the shoulder elevation. If valley gutters are used, the lowest point of the gutter shall be a minimum of eight inches below the shoulder elevation and a valley gutter of at least four feet in width maintained.
 - g. The minimum and maximum design limits herein should not be considered absolute in all instances as the City Road Department may require a design between these limits in order to provide reasonable safety - depending upon type, speed, and volume - for roadway traffic and to provide for reasonable access for the grantee.

DRIVEWAY PERMIT APPLICATION

INSTRUCTIONS FOR SECURING AN ACCESS PERMIT:

To secure a permit to construct a private driveway or to revise any existing driveway, the applicant should contact the City Road Department. The City Roadway Department will meet with the applicant, at which time details of the permit will be initiated. When the permit has been prepared, and statement agreeing to comply with its terms and conditions has been signed by the applicant, the signature of the City Engineer or authorized agent shall make the permit valid.

A brief description of the proposed work should be given together with the applicant's name, address, and telephone number. Upon receipt of the information the City Engineer will arrange for a meeting of the applicant with a Department representative as stated above.

No work shall be undertaken on the City Road right-of-way until the executed permit has been received by the applicant.

PERMIT TO CONSTRUCT ACCESS DRIVEWAY FACILITIES ON ROAD RIGHT-OF-WAY

TO: City of Spring Branch Permit No. _____
Date _____

Dear Sir:

The City of Spring Branch hereby authorizes you to (re)construct facilities on the city right-of-way for development of access to your property abutting _____ road/street in the City of Spring Branch, located _____

Provided you agree to and comply with the following conditions:

1. Design of facilities shall be as follows and/or shown on sketch: _____

2. Maintenance of facilities constructed hereunder shall be the responsibility of the grantee, and the City of Spring Branch reserves the right to require any changes, maintenance or repairs as may be necessary to provide protection of life or property on or adjacent to the road. Changes in design will be made only with approval of the City Engineering Department.

3. The grantee shall hold harmless the City of Spring Branch and its duly appointed agents and employees against any action for personal injury or property damage sustained for reason of the exercise of this permit.
4. The grantee shall not erect any sign on or extending over any portion of the road right-of-way, and vehicle service fixtures such as service pumps, vendor stands, tanks or water hydrants shall be located twelve (12) feet from the right-of-way line to insure that any vehicles serviced from these fixtures will be off the road.

The City of Spring Branch will assist as follows: _____

This permit shall not be valid until grantee signs the statement in which he agrees to comply with the conditions herein.

Mr. _____ should be contacted at least twenty-four (24) hours before beginning the work authorized by this permit.

City of Spring Branch Road Department

By: _____
 City Engineer or Qualified Representative

I(we), the undersigned, hereby agree to accept and comply with the terms and conditions set out in this permit for construction of access driveway facilities on road right-of-way.

Witness: _____ signed: _____