



Planning Division
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PLANNING

Planning is a Division of the Department of Planning & Development Services

ADMINISTRATIVE SUBDIVISIONS & RESUBDIVISIONS

In what circumstances can a subdivision or resubdivision be administratively approved?

When it meets ALL of the following:

- It includes no more than four (4) new lots or tracts of land;
- No dedication of land is required to serve the lots or tracts, as described in Ch. 4, Sec. 1.B;
- All new lots or tracts front onto an existing public street right-of-way which is improved to City specifications in effect at the time of application;
- No extensions of water or sewer mains are required to furnish utility services;
- Existing easements for utilities are not removed or realigned without meeting the conditions described in Ch. 4, Sec. 1.F;
- The City Engineer recommends approval based on the absence of need for detailed drainage plans and other relevant considerations; and,
- No written opposition is received from the property owners so notified, in the case of replats requiring a formal notification.

In what circumstances can a subdivision or resubdivision be amended administratively?

When it is being pursued to accomplish one of the following:

- To correct an error in any course or distance, or add one that was omitted;
- To correct an error in the description of real property;
- To indicate monuments set after death, disability, or retirement from practice of the engineer of surveyor;
- To show the proper location or character of any monument which has been changed, or was originally shown at the wrong location or incorrectly;
- To correct any other type of scrivener or clerical error or omission on a plat;
- To correct an error in courses and distances of lot lines between two adjacent lots where both lot owners join in the application for plat amendment and neither lot is abolished, provided recorded covenants or restrictions are not removed, or that it has a material adverse effect;
- To relocate a lot line in order to cure an inadvertent encroachment; and
- To relocate one or more lot lines between one or more adjacent lots, so long as the number of lots is not increased and no attempt is made to remove recorded covenants or restrictions.

How do I apply, and what is the process?

A completed application, plat checklist, applicable fee, and seven paper copies of the proposed plat must be submitted and reviewed for completeness. Once deemed complete, the application is reviewed internally, & comments prepared. Director has no more than ten (10) working days to approve the application or forward it for consideration by the Planning Commission. Either decision is provided in writing. A written approval letter will include the conditions of approval – that is, conditions which must be met before signatures of City officials can be obtained. The approval will also include recording instructions & the plat submittal signature checklist. *All* items on the checklist must be completed and the checklist fully filled out *before* copies for signature will be accepted.

Who can approve a subdivision or resubdivision deemed eligible for administrative approval?

The Director of Planning & Development Services may approve these; however, he/she is not obligated to do so. Alternatively, he/she may elect to present the plat to the Planning Commission for approval or denial. The Director cannot administratively deny an application.

Is notification required for administratively-eligible applications?

Yes, when the application is for a resubdivision, & any of the area represented on it was limited to no more than two residential units per lot by zoning within the last five years or by deed restrictions. As outlined in state law, notification includes both written mailed notice to property owners as well as a newspaper advertisement. If protested (in writing by the owners of at least 20% of the land area adjoining the property & within 200'), hearing by and an affirmative vote of at least ¾ of Planning Commission members present is required for approval.

What happens after administrative approval has been granted?

The administrative approval is effective for six (6) months. One six-month extension may be requested in writing and authorized in writing by the Director. If this approval expires, a new application must be filed. To record the plat within the effective approval window, a completed plat submittal signature checklist – along with a minimum of 4 positive copies (at least 2 must be paper) must be provided. Once completion of conditions is verified and all City officials have signed, the copies are returned to the applicant for recording. The applicant must provide the City with recording information before permits may be issued, and within seven calendar days of recording.