

Top Ten Platting Mistakes

10. **City limit/ETJ limit omissions**
 - ❑ This is critical as it distinguishes the boundaries between the City of San Antonio, the ETJ and our suburban cities to determine which development standards apply to the property.
9. **X/y coordinate**
 - ❑ The x/y coordinates are used to digitally place each property in the City's mapping system, which is very important when delivering emergency services, such as police and fire.
8. **Amending plat citations**
 - ❑ Unified Development Code requires the applicant to identify the basis for their change when a plat is amended (also known as a correction plat).
7. **ROW & Centerline**
 - ❑ ROW and centerlines are shown on every plat to ensure that the roadway will be wide enough to safely accommodate traffic and that each property owner dedicates the appropriate width.
6. **Tie downs to nearest intersection**
 - ❑ A tool that is to physically locate the proposed site prior to construction. This helps the reviewer to locate the project and facilitate a timely review.
5. **Lack of Major Thoroughfare dedication**
 - ❑ Major Thoroughfares are shown on every plat to ensure that the roadway will be built to provide citywide traffic circulation and that it will be wide enough to accommodate future traffic
4. **Public hearing notes for residential replats**
 - ❑ State law requires applicants to notify residential property owners when the proposed replat will increase the density. These requirements are annotated in Chapter 212 of the local government code.
3. **Identify permeable easements**
 - ❑ Identifying easements as permeable, will exempt the property owner from the applicable platting fees. Our staff is charged with verifying that the acreage corresponds with the plat application.
2. **Incomplete/Inaccurate applications**
 - ❑ Portions of the plat application are often left blank. All information on the application form is needed to facilitate a timely review
1. **Incorrect platting fees**
 - ❑ The City Charges a user fee to plat property, and owners often provide insufficient fees.