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PLANNING

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

SUBDIVISIONS IN THE ETJ

What is the Extraterritorial Jurisdiction (ETJ)?

The ETJ is the unincorporated area contiguous to the city's corporate boundaries. The ETJ's distance from the city limits is determined by the number of inhabitants within that city. For San Angelo, a city which falls between 50,000 and 99,999 people, the ETJ is defined by state law as a 3.5 mile area. Within this area, certain authorizations are bestowed to home rule cities like San Angelo, including land subdivision and related street improvements.

What dictates how land subdivision in the ETJ is handled?

In April 2014, pursuant to Section 242 of the Texas Local Government Code, Tom Green County and the City of San Angelo executed an interlocal agreement specifically outlining how land subdivisions would be handled - replacing the previous document executed in 2004.

What subdivision matters are handled by Tom Green County (TGC)?

The assignment of 911 addresses within the ETJ is exclusively handled by TGC. In addition, TGC has the opportunity to comment on every application for subdivision filed with the City of San Angelo for property within the ETJ area.

What subdivision matters are handled by the City of San Angelo (COSA)?

The processing of applications for subdivision within the ETJ - including review, comment coordination, and approval - is exclusively handled by COSA. The City's Planning Commission has approval of authority in every circumstance. Building permit issuance is not a subdivision matter, and is not handled by COSA.

How is utility service to subdivisions within the ETJ handled?

If a subdivision intends to connect to COSA water and/or wastewater utilities, the property owner must request in writing that the City annex the area proposed to be served by these utilities.

What "triggers" the requirement to submit an application for subdivision plat?

In short, the division of land into two or more parts for sale or building development, necessitates the approval of a subdivision plat. This division typically includes one or more of the following purposes: (1) laying out a subdivision of the tract; (2) laying out of suburban lots, building lots, or other lots; (3) laying out streets, alleys, or other parts of the tract intended to be dedicated to public use or for the use of owners of lots fronting on or adjacent to the streets, alleys, or other parts; (4) laying out two or more spaces for lease or rent for mobile home, manufactured home, or recreational vehicle placement.

What must be submitted in order to obtain approval of a subdivision within the ETJ?

Four items are required to obtain approval: (1) a complete application; (2) the corresponding application fee; (3) seven paper copies of the proposed draft plat; (4) the corresponding plat checklist, completed and signed.

Once a completed submittal is received, what occurs?

City divisions and departments relevant to land development review the submittal against the requirements of the Land Subdivision Ordinance and any other relevant documents. In addition, review is coordinated amongst public utility companies and Tom Green County officials. The comments generated by these reviews are presented to the Planning Commission - the date of which is dictated by the date of application - along with a staff recommendation. The Planning Commission holds a public hearing on the matter and may approve, approve with conditions, or deny the application. Once final action is taken, a written notification is provided to the applicant and/or their representative outlining the action and any relevant conditions.

Once a subdivision plat for property within the ETJ is approved, what happens?

The approval lasts for a period determined by the Subdivision Ordinance:

- for preliminary plats (major subdivisions) - until repealed by the Planning Commission, which may not happen within the first 24 months;
- for final plats (major or minor subdivisions) - a period of three (3) years;
- for administrative plats - a period of six (6) months.

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. Completion of conditions regarding infrastructure improvements may be accomplished either by the physical installation of infrastructure – consistent with City specifications – or the approval of a performance guarantee & accompanying agreement. Methods of guarantee include: letters of credit, bonds, cashier's checks, or cash payment. For more information, see the handout on Performance Guarantees or Ch. 6 of the Subdivision Ordinance. The applicant must provide the City with recording information before permits may be issued, and within seven calendar days of recording.