

FINAL PLAT CHECKLIST

SUBDIVISION NAME: _____

SURVEYOR/ENGINEER: _____ CASE MANAGER _____

FORM & CONTENTS

- | | |
|--|---|
| <input type="checkbox"/> Completed application | <input type="checkbox"/> Verify that abstract and survey match Appraisal District |
| <input type="checkbox"/> 30-day waiver signed | <input type="checkbox"/> Boundary survey referenced to a known monument by distance and bearing and point of beginning |
| <input type="checkbox"/> Proof of ownership | <input type="checkbox"/> Location and description of monuments at each corner of the subdivision's boundary |
| <input type="checkbox"/> Letter of agent, if needed | <input type="checkbox"/> Lot numbers, block numbers and the square footage of all lots other than rectangular lots, or a statement that all lots meet required minimum square footages according to zoning ordinance. |
| <input type="checkbox"/> TIA Worksheet – for all submittals – Sect. 118-46(y) | <input type="checkbox"/> Vacating plat in box, as applicable |
| <input type="checkbox"/> TIA if required | <input type="checkbox"/> Preliminary plan of the water and sewer systems showing the approximate location and size of onsite and offsite existing and proposed water and sewer lines and fire hydrants |
| <input type="checkbox"/> Street name approval letter (approval expires in 8 years) | <input type="checkbox"/> Conceptual drainage plan |
| <input type="checkbox"/> 17 copies for plat distribution | <input type="checkbox"/> As applicable, septic system soil report (facilities report) for type of system to be used |
| <input type="checkbox"/> 18x24 inches, 1-1/2" left margin, 1/2" margin other sides | <input type="checkbox"/> Obtain a copy of all pertinent easements recorded by separate instrument & referenced on the plat |
| <input type="checkbox"/> Scale greater than or equal to 1"=100' | |
| <input type="checkbox"/> Scale is accurate | |
| <input type="checkbox"/> North Arrow | |
| <input type="checkbox"/> Index sheet, if more than one page | |
| <input type="checkbox"/> Location map showing relation to City limits; ETJ if needed | |
| <input type="checkbox"/> Title in center at top | |
| <input type="checkbox"/> Purpose Statement below title with acreage and recordation information (platted) or survey description (unplatted). | |
| <input type="checkbox"/> If replat, indicate establishment of new lots | |
| <input type="checkbox"/> Verify acreage of parcel is less than or equal to the acreage from the Appraisal District | |

NAME & SIGNATURES

- | | |
|---|--|
| <input type="checkbox"/> Subdivision Name - conflicts with any existing subdivision? | <input type="checkbox"/> Names and addresses of: |
| <input type="checkbox"/> If the subdivision name changes in Comal County, let applicant know of additional charge | <input type="checkbox"/> Developer |
| | <input type="checkbox"/> Property Owner (owner can't notarize own signature) |
| | <input type="checkbox"/> Surveyor |

FLOODPLAIN

- | | |
|--|---|
| <input type="checkbox"/> If not in floodplain note that: "No portion of any lot on this plat is within a special flood hazard zone." | <input type="checkbox"/> Accessible in 1% chance storm? |
| <input type="checkbox"/> If in floodway, show the floodway as a drainage easement | <input type="checkbox"/> For properties in ETJ in Comal County in floodplain, surveyor must shade the area(s) within the 100 year floodplain according to CURRENT FEMA maps (not the proposed). |
| <input type="checkbox"/> Provide panel number and date | |
| <input type="checkbox"/> Show location of 1% chance flood | |

ADJACENCY

- | | |
|--|--|
| <input type="checkbox"/> Adjacent properties shown with dashed lines and names of contiguous subdivisions or owners and acreage of contiguous parcels. | <input type="checkbox"/> Locations of contiguous lots, blocks, streets, easements, rights-of-way, parks and public facilities. |
| | <input type="checkbox"/> Right of Way dedication should not be given a lot number |

SURVEY

- | | |
|--|--|
| <input type="checkbox"/> Bearings and distances of ALL lot lines | <input type="checkbox"/> 15 ft. utility easements standard on all public ROW and as requested by utilities |
| <input type="checkbox"/> Line table, if necessary | <input type="checkbox"/> 20 ft. side setbacks for corner lots with NAE's or garage setback statement |
| <input type="checkbox"/> Subdivision boundary and lot lines indicated by heavy lines | <input type="checkbox"/> Identify needed NAE's on arterials or no access collectors |
| <input type="checkbox"/> Computed acreage of the subdivision. | |
| <input type="checkbox"/> Setback lines (if different from zoning ordinance) | |

SITE INFORMATION

___ Topography at 5' contours if slope = 2% or more; 2' contours if slope = < 2% (on prelim. plat or drainage plan only)

___ City limit line
___ Extraterritorial jurisdiction

SUBDIVISION DESIGN REQUIREMENTS

___ Conforms to Comprehensive Plan
___ Master Plan required? Compare to approved Master Plan (CHECK GIS MASTER PLAN FILE)
___ Block Length < 1,200', except major arterial 1,600'
___ Every lot fronts a dedicated street
___ For lots with multiple possible rear lot lines or unclear rear lot lines, have a note explaining which lines are or are not the rear lines

___ Meets minimum facility standards:
___ 24 ft. Pavement ___ Utilities ___ Fire flow
___ For corner lots: check for conflicts where side lot line might have a 25' setback (where the rear lot line of the corner lot coincides with the side lot line of the adjacent lot)
___ Depreciating hazards (railroad, pipeline, etc.) can require depth up to 140', width up to 75': Applies to all residential

SINGLE- AND TWO-FAMILY

___ Depth, frontage in zoning ordinance – applies in city limits only. Variances through ZBA
___ Interior rectangular: 60' street frontage width, 6,600 sq ft total (per zoning ordinance)
___ Corner: 70' street frontage on both, unless on arterial: 90', 7,000 sq ft total (per zoning ordinance)

___ Interior radial: 36' frontage, 60' at front setback line
___ Septic tanks require 21,780 sq ft lot per unit, unless over Edwards Recharge 43,560, where TCEQ or Recharge Zone rules apply
___ Septic in Counties: Comal: 1 ac w/public water; 5 ac w/ well
Guadalupe: 1 ac w/public water or well

TOWNHOUSE

___ All lots have minimum 100' depth
___ Interior rectangular: 25' street frontage width, 2,500 sq ft total

___ Corner: 40' street frontage on both, 4,000 sq ft total
___ Irregular or radial: 22' frontage, 25' at front setback line

ZERO LOT LINE

___ All lots have minimum 100' depth
___ Interior rectangular: 40' street frontage width, 4,000 sq ft total

___ Interior radial: 30' frontage, 40' at front setback line
___ 5 ft. maintenance easement
___ 20 ft. rear setbacks if adjacent to R

MULTIFAMILY

___ All lots have minimum 100' depth

___ Lot Area 15,000 sq ft; +1,500 sq ft per unit over 10

COMMERCIAL

___ All lots have minimum 100' depth
___ All lots have minimum 60' width

___ Adjacent to or in floodplain; comply with Section 58-30.3

STREETS (statement that ROW is "hereby dedicated to the City of NB")

___ Conform to Thoroughfare Plan
___ ADT determines size of street
___ Align to adjoining street system
___ Traffic calming proposed

___ Temporary Turnaround until street extension is constructed
___ Projection of Streets - Stubs
___ Street intersections at 90 ° right angles-- Minor streets shall be laid out to discourage through traffic

RESIDENTIAL COLLECTOR STREETS

___ Minimum ROW width: 60'; with parking
___ Minimum pavement width: 36'; with parking

___ 50/26 ft. collector permissible with no access/parking
___ 50/32 ft. sub-collector permissible; less than 2,000 ADT

LOCAL RESIDENTIAL STREETS ALL LOT WIDTHS

___ Minimum ROW width: 50'
___ Minimum pavement width: 30' with sidewalks

___ 60/24 rural section for 100+ ft. width lots

MF RESIDENTIAL/COMMERCIAL COLLECTOR STREETS

___ Minimum ROW width: 60'

___ Minimum pavement width: 40'

SIDEWALKS

___ Alternative pedestrian access plan
___ If sidewalk is not required, include a note stating that sidewalks are not required

___ 6 ft. required in multifamily, commercial, industrial & public
___ 4 ft. required in residential & located in the ROW either adjacent to or 3 feet from the curb

CUL-DE-SACS

- ___ Minimum ROW surface: 65' radius & Minimum driving surface 55' if > 150'
- ___ Minimum ROW surface: 58' radius & Minimum driving surface 48' if < 150'
- ___ For Single-Family: if number of buildable lots > 30, check with Fire Dept. on mitigation

- ___ For Two-Family: if number of buildable duplex lots > 15 (or > 30 units), check with Fire Dept. on mitigation
- ___ A cul-de-sac shall not be longer than 1000' unless:
- ___ Turn around bubble is provided
- ___ Recommended by City Eng. & approved by Planning Commission

ALLEYS & SERVICE DRIVES

- ___ 20 ft. total of ROW
- ___ 12 ft. of pavement in residential areas
- ___ 20 ft. of pavement in business and industrial areas

- ___ Service drives required for rear entry access or garages
- ___ 25 ft. of ROW with 22 ft. paved for service drives
- ___ 900' max. length w/out public street access in mid section

OTHER

- ___ Consistent with zoning ordinance. Check Zoning Map and Ordinance for additional restrictions.
- ___ Airport Hazard Overlay Zoning – per Ch. 144, Sec. 5.20-8(b), a plat note shall be added to all subdivision plats located within the Overlay Zones indicating that the subdivision is subject to the Airport Hazard Zoning district standards and regulations
- ___ Off-street bikeways or trails
- ___ Drainage fee required? \$ _____

- ___ Adequate facilities (street min 24 ft., water, sewer); may put in escrow, development agreement, deferral of improvements
- ___ Does the plat create less than 5 lots in the ETJ served by well? – Water availability waiver may be required.
- ___ Roughly proportionate applicable?
- ___ Extension of utilities
- ___ TCEQ and WPAP approval letter prior to development over Recharge Zone

TxDOT

- ___ Comments received
- ___ Dedication required
- ___ Access and drainage
- ___ Provide standard notes:

- a) For residential development directly adjacent to State right-of-way, the Developer shall be responsible for adequate setback and/or sound abatement measures for future noise mitigation.
- b) Owner/Developer is responsible for preventing any adverse impact to the existing drainage system within the highway right-of-way. For projects in the Edwards Aquifer Recharge or Contributing Zones, outfalls for water quality and/or detention ponds treating impervious cover related to the development, will not encroach by structure or grading into State ROW. Placement of permanent structural best management practice devices or vegetative filter strips within State ROW will not be allowed.
- c) Maximum access points to State highway from this property will be regulated as directed by TxDOT's, "Access Management Manual". The property is eligible for maximum combined total of ___ access point(s),

based on an overall platted highway frontage of approximately ___ feet. Where topography or other existing conditions make it inappropriate or not feasible to conform to the connection spacing intervals, the location of reasonable access will be determined with consideration given to topography, established property ownerships, unique physical limitations, and/or physical design constraints. The selected location should serve as many properties and interests as possible to reduce the need for additional direct access to the highway. In selecting locations for full movement intersections, preference will be given to public roadways that are on local thoroughfare plans.

d) If sidewalks are required by appropriate City ordinance, a sidewalk permit must be approved by TxDOT, prior to construction within State right-of-way. Locations of sidewalks within State right of way shall be as directed by TxDOT.

e) Any traffic control measures (left-turn lane, right-turn lane signal, etc.) for any access fronting a state maintained roadway shall be the responsibility of the developer/owner.

___ Other notes

NBU

- ___ Comments received
- ___ Provide standard notes:

- Maintenance of dedicated utility easements is the responsibility of the property owner. Any use of an easement, or any portion of it, including landscaping or drainage features, is subject to and shall not conflict with the terms and conditions in the easement, must not endanger or interfere with the rights granted by the easement to New Braunfels Utilities, its successors and assigns, and shall be subject to applicable permit requirements of the City of New Braunfels or any other governing body. The property owner must obtain, in advance, written agreement with the Utilities to utilize the easement, or any part of it.
- Utilities will possess a 5' wide service easement to the dwelling along the service line to the service entrance. This easement will vary depending upon location of dwelling and service.
- Utilities shall have access to the meter locations from the front yard and meter locations shall not be located within a fenced area.
- Each lot must have its own water and sewer service at the owner/developer's expense.

- Do not combine any new Utility Easements (UE) with Drainage Easements (DE) or make changes in grade within the Utility Easements (UE) without written approval from New Braunfels Utilities.

CERTIFICATIONS, STATEMENTS AND SIGNATURE BLOCKS

___ **Registered Public Surveyor block**

KNOW ALL MEN BY THESE PRESENTS:

I, the undersigned _____, a Registered Professional Land Surveyor in the State of Texas, hereby certify that this plat is true and correctly made under my supervision and in compliance with City and State survey regulations and laws and made on the ground and that the corner monuments were properly placed under my supervision.

(Seal) _____

___ **Owner with address and Notary**

I (We), the undersigned owner(s) of the land shown on this plat, and designated herein as the ___ subdivision to the City of New Braunfels, County of ___, Texas, and whose name is subscribed hereto, do hereby subdivide such property and dedicate to the use of the Public all streets, alleys, parks, drains, easements, and public places thereon shown for the purposes and consideration therein expressed.

_____ *signature* _____ *date*

___ **County Clerk block**

State of Texas, County of Comal

I, ___, do hereby certify that the foregoing instrument was filed for record in the map and plat records, Document No. ___ of **Comal County**, Texas on the ___ day of ___, A.D. 20__ at ___ M.

Witness my hand and official seal of office this ___ day of ___, A.D. 20__.

I, ___ County Clerk of said County, do hereby certify that the foregoing instrument of writing with its certificate of authentication was filed for record in my office, on the ___ day of ___, A.D. 20__ at ___ M. and duly recorded the ___ day of ___, A.D. 20__ at ___ M. in the map and plat records of **Guadalupe County**, Texas in Volume ___ Page ___, in testimony whereof, witness my hand and official seal of office this ___ day of ___, A.D. 20__.

___ **Planning Commission Chairman**

Approved this the ___ day of ___, 20___, by the Planning Commission of the City of New Braunfels, Texas

___ **Director of Planning**

___ **City Engineer**

___ **New Braunfels Utilities**

___ **GVEC** Guadalupe Valley Electric Cooperative

Typical U.G. Meter Locations: Sketch with following notes

NOTE: GVEC WILL MAINTAIN A 5' EASEMENT FOR SERVICE ENTRANCE TO DWELLING. THIS EASEMENT WILL VARY DEPENDING UPON LOCATION OF DWELLING.

GVEC SHALL HAVE ACCESS TO THE METER LOCATIONS FROM THE FRONT YARDS WITH THE METER LOCATIONS NOT BEING LOCATED WITHIN A FENCED AREA

Standards 15' U.E., 5' easement, 2.5 ft. either side of meter

Note: GVEC TO HAVE A 5' WIDE ELECTRIC EASEMENT ON ALL ROAD CROSSINGS IN WHICH ELECTRIC LINES ARE PLACED.

ALL UTILITY EASEMENTS ARE FOR THE CONSTRUCTION, MAINTENANCE (INCLUDING BUT NOT LIMITED TO REMOVAL OF TREES AND OTHER OBSTRUCTIONS), READING OF METERS, AND REPAIR OF ALL OVERHEAD AND UNDERGROUND LINES.

Note: If there are any existing overhead lines, they will need to be plotted on the plat and a 30' centerline easement will need to be shown (25' on each side of the line), or a note needs to be added stating there shall e a 30' center line easement (15' on each side of the line) on all exiting electric lines.

___ **GVSUD**, Green Valley Special Utility District

EASEMENT CERTIFICATE

The Owner of the land shown on this plat and whose name is subscribed hereto, in person or through a dully authorized agent, dedicates to Green Valley Special Utility District of Marion, Texas, its successors and assigns, a perpetual Easement with the right to erect, construct, install and lay over and across those areas marked as "Waterline Easement" and in all streets and byways, such pipelines, service lines, water meters, and other water system appurtenances as it requires, together with the right of ingress and egress, the right to remove from said land all trees, shrubs, grasses, pavements, fences, structures, improvements or other obstructions which may interfere with the facility or the access thereto. It is agreed and understood that no building, concrete slab or walls will be placed within said Easement areas. No other utility lines may be located within 36" parallel to water lines.

Any monetary loss to Green Valley SUD resulting form modifications required of utility equipment located within said Easements due to grade change or ground elevation alteration shall be charged to the person or persons deemed responsible for said grade changes or ground elevation alterations. Upon entering in and upon said Easement, the District will endeavor to restore the land surface to a useable condition but is not obligated to restore it to a pre-existing condition.

The easement conveyed herein was obtained or improved through Federal financial assistance. This easement is subject to the provision O Title VI of the Civil Rights Act of 1964, and the regulation issued pursuant thereto for so long as the easement continues to be used for the same or similar purpose for which financial assistance was extended or for so long as the Grantee owns it, whichever is longer.

- ___ **GBRA**, Guadalupe Blanco River Authority
No standard for GBRA; use Green Valley statement
- ___ **PEC**, Pedernales Electric Coop.
No statement.
- ___ Ck for approval with CCWSC, GBRA, other
- ___ No signature blocks required for GVEC, GVSUD, GBRA, PEC, CPS, CCWSC, LCRA

PLAT NOTES

- ___ **Sidewalk note** including: whether required, list street where to be installed, when to be constructed (with streets or building construction), and who is responsible for installation. 4 ft. for residential, 6 ft. for commercial; 3 ft. from ROW
- ___ School district
- ___ Utility providers
- ___ *Drainage easement* means a delineated portion of land set aside for the overland or underground transfer or storage of stormwater and note will state: **No structures, walls or other obstructions of any kind shall be placed within the limits of the drainage easements shown on this plat. No landscaping, fences, or other type of modifications which alter the cross sections of the drainage easements or decrease the hydraulic capacity of the easement, as approved, shall be allowed without the approval of the City Engineer. The City of New Braunfels [and the County] shall have the right of ingress and egress over grantor’s adjacent property to remove any obstructions placed within the limits of said drainage easements and to make any modifications or improvements within said drainage easements.**
- ___ **Add note to ALL plats: “Future development is subject to Chapter 114 (Streets, Sidewalks and Other Public Spaces) of the New Braunfels Code of Ordinances.”**
- ___ Verify **park dedication** or note for fee; letter from parks planner
- ___ For properties in **ETJ** in Guadalupe County: “Any driveway construction on County roads within the unincorporated areas of Guadalupe County must be permitted by the Guadalupe County Road Dept.”
- ___ For properties in **ETJ** in Guadalupe County with septic: “Any installation of septic systems within the unincorporated areas of Guadalupe County must be permitted by the Guadalupe County Environmental Health Dept.”
- ___ For properties in **ETJ** in Guadalupe County within a floodplain: “Any activity occurring within the regulatory floodplain of the unincorporated areas of Guadalupe County must be permitted by the Guadalupe County Floodplain Manager”.
- ___ For drainage lots, landscaping lots, easements, and any other common lots and property:
- ___ In a plat note, indicate who will own these lots/easements
- ___ In a plat note, indicate who will maintain these lots/easements

REPLATS

- ___ An application submittal for a replat shall be the same as for a final plat, and shall be accompanied by all items required for final plats including the required number of copies of the plat, a completed application form, and the required application fee.
- ___ *Replatting without vacating preceding plat.* A replat of a final plat or portion of a final plat may be recorded and is controlling over the preceding plat without vacation of that plat if the replat:
 - ___ Is signed and acknowledged by only the owners of the property being replatted;
 - ___ Is approved after a public hearing on the matter at which parties in interest and citizens have an opportunity to be heard by the Planning Commission; and
 - ___ Does not attempt to amend or remove any covenants or restrictions previously incorporated in the final plat.

RESIDENTIAL REPLAT

- ___ *Residential replat.* A replat is a Residential Replat if:
 - ___ During the preceding five years any of the area to be replatted was limited by an interim or permanent zoning classification to residential use for not more than two residential units per lot; or
 - ___ Any lot in the preceding plat was limited by deed restrictions to residential use for not more than two residential units per lot.
- ___ Notice of the required public hearing shall be given before the 15th calendar day before the date of the hearing by publication in an official newspaper or a newspaper of general circulation in the applicable County and the city web site. Notice of the public hearing shall also be given by written notice before the 15th calendar day before the date of the hearing, *with a copy or description of any requested waivers and a copy of Section 212.015 (c) of the Texas Local Government Code*, sent to the property owners, as documented on the most recently approved ad valorem tax roll of the City of lots that are in the original subdivision and that are within 200 feet of the lot(s) to be replatted. In the case of a subdivision in the extraterritorial jurisdiction, the most recently approved County tax roll shall be used. The written notice may be delivered by depositing the notice, properly addressed with appropriate postage paid, in a post office or postal depository within the boundaries of the City.
- ___ If the property owner(s) of 20% or more of the total land area of lots to whom notice is required to be given file with the City a written protest of the replatting before or at the public hearing, and the replat requires a waiver as defined in this Chapter, then approval of the replat will require

the affirmative vote of at least three-fourths (3/4) of the Commission members present. For a legal protest, written instruments signed by the owners of at least 20% of the total land area of the lots or land immediately adjoining the area covered by the proposed replat and extending 200 feet from that area, but within the original subdivision, must be filed with the City prior to the close of the public hearing. In computing the percentage of land area subject to the "20% rule" described above, the area of streets and alleys shall be included.

NON-RESIDENTIAL REPLAT

___ Notification is not required for approval of a replat for any part of a preceding plat if the area to be replatted was designated or reserved for other than single- or two-family (i.e., duplex) residential use by notation on the last legally recorded plat or in the legally recorded restrictions applicable to the plat. For example, for a replat involving nonresidential property, a public hearing must be held, but notice of the hearing does not have to appear in the newspaper and written notices do not have to be mailed to individual property owners within 200 feet of the subject property.

PUBLIC HEARING NOT REQUIRED

___ If the previous plat is vacated as prescribed in Section 212.013 of the Texas Local Government Code, as amended, and as provided in this Chapter, a public hearing is not required for a replat of the area vacated. It would, instead, be submitted as a "preliminary or final plat" and reviewed accordingly.

REQUIREMENTS FOR A REPLAT

___ Any replat that adds or deletes lots must include the original subdivision and lot boundaries. If a replat is submitted for only a portion of a previously platted subdivision, the replat must reference the previous subdivision name and recording information, and must state on the replat the specific lots which have changed along with a detailed "Purpose for Replat" statement.

___ The replat of the subdivision shall meet all the requirements for a final plat for a new subdivision that may be pertinent

___ The title shall identify the document as a "Final Plat" of the "_____ Addition, Block ____, Lot(s) ____, being a Replat of Block _____, Lot(s) _____ of the _____ Addition, an addition to the City of New Braunfels, Texas, as recorded in Volume _____, Page _____ of the Plat Records of _____ County, Texas".

___ The replat shall bear a detailed "Purpose for Replat" statement which describes exactly what has been changed on the plat since the original (or previous) plat was approved by the City and filed at the County.

AMENDING PLATS

___ Titled as 'Amending Plat'

___ If there is a Planning Commission signature block, remove

___ Add note "This plat does not remove any covenants or restrictions associated with the _____ Subdivision".

___ Add a line above signatures stating: City approval granted the _____ day of _____, _____ to be filled in on mylar.

___ Upon approval by the City Engineer, may be administratively approved by the Planning Director

___ Purpose: correct an error in course or distance; add course or distance; correct an error in real property description; monuments set after primary surveyor; location or character of monument shown incorrectly; other scrivener or clerical error or omission; relocate lot line due to encroachment; relocate lot lines; make changes to create six or fewer lots

MINOR PLATS

___ Titled as 'Minor Plat'

___ If there is a Planning Commission signature block, remove

___ Four or fewer lots; no new roads, infrastructure

___ Must meet all requirements for final plat

___ Administrative approval

DEVELOPMENT PLATS

___ One lot plat for unplatted property; before building permit issued; may be simultaneous with permit processing

___ For: properties not platted; where owner claims an exemption; where the only access is a private easement; and division of land where each lot is greater than 5 acres in size and no public improvement is proposed

___ Conforms to Comp Plan, rules and ordinances of the City, and public utilities

___ Provides public dedications

___ May be minor plat and receive administrative approval

ALL PLATS

___ **Add acreage and lot count to Accela under App Spec Info and invoice additional fees**