



MASTER PLAN MINOR REVISION APPLICATION

Planning and Community Development
550 Landa Street, New Braunfels TX 78130
(830) 221-4050
www.nbtexas.org

PLANNING

Original Case No.: _____

Revision Case No.: _____

Approved Master Plan Name: _____

Date Plan Approved: _____ Approval Body: (circle one) Planning Commission Staff

List Any Waivers Approved with Plan: _____

Reason for Request: Attach Letter outlining the changes made to the approved master plan in addition to an explanation as to why the revisions / changes to the approved plan are necessary.

Acreage: _____

Quantity of proposed lots: Res. _____ Com. _____ Park _____ Drainage _____ Open _____

Owner/Applicant*: _____

Address: _____

Telephone: Work: _____ Home: _____

Email: _____

Submittal Requirements

City Applicant

- 1 USB drive with a digital copy (.pdf) of all submittal documents (minimum resolution of 300 dpi)
5 Copies of proposed, revised master plan (sheets are not to be less than 18" x 24" with 1/2 inch borders)
5 Copies of Letter of explanation
5 Copies of Redlined master plan illustrating proposed changes overlaid on the approved plan (sheets are not to be less than 18" x 24" with 1/2 inch borders)
1 Copy of approval letter, regarding the prior approved master plan
Application fee 50% of original application fee (contact Planning Division if amount is unknown) and a 3% technology fee are imposed upon applicants when applying for a master plan revision

Signed: _____ Applicant/Agent*

Date: _____

**If applicant is person other than owner, a letter of authorization must be provided from owner. Signature indicates authorization for master plan application and acceptance of waiver statement.

FOR OFFICE USE ONLY

Date completed application received: _____ Received by: _____

Date of Approval: _____ By: _____

Date of Denial: _____ By: _____

Comments: _____