



**Planning & Community Development Department**  
 550 Landa Street  
 New Braunfels, Texas 78130  
 (830) 221-4050 [www.nbtexas.org](http://www.nbtexas.org)

CC/Cash/Check No.: _____
Amount Recd. \$ _____
Receipt No.: _____
Case No.: <u>FP</u> - _____
<i>Submittal date – office use only</i>

## Revised Final Plat Application

1 **Proposed Subdivision Name, Unit #** \_\_\_\_\_

2 Nearest Street Intersection: \_\_\_\_\_

3 Total Acreage: \_\_\_\_\_

4 Proposed land use (acreage): \_\_\_Res. \_\_\_Com. \_\_\_Park \_\_\_Drainage \_\_\_Open Space

5 Number of proposed lots: \_\_\_Res. \_\_\_Com. \_\_\_Park \_\_\_Drainage \_\_\_Open Space

6 Has a final plat been approved for this property, but not recorded?	NO	YES
If YES, provide redline plat showing changes from original approval in red.		
If NO, do NOT use this application form. Use the Final Plat Application.		

**Boundaries:**

7 City Limits	IN	OUT	
8 County	Comal	Guadalupe	
9 School District	CISD	NBISD	Other
10 Adjacent TxDOT Roadway <sup>1</sup>	NO	YES	Road Name(s)
11 Utility District	NBU	GVEC	GBRA
	Green Valley	Clear Springs	Other

12 Floodway - Is any part of the project property within the regulatory floodway?	NO	YES
13 Floodplain - Is any part of the project property within the regulatory floodplain?	NO	YES

14 Current Zoning District:	_____		
15 Planned Development District:	NO	YES	Ordinance No. _____
	Name:	_____	
	Date Apprvd.	_____	
16 Present Use of Property:	_____		
17 Proposed Use of Property:	_____		
18 Approved Subdivision Preliminary Plat	NO	YES	Name & Date Apprvd _____
19 Approved Subdivision Master Plan	NO	YES	Name & Date Apprvd _____

**Infrastructure:**

20 Existing utility service to property:	Water <sup>1</sup>	Wastewater <sup>1</sup>		
21 Public Infrastructure proposed with subdivision:	Water <sup>1</sup>	Wastewater <sup>1</sup>	Streets <sup>1</sup> (pub & prvt)	Storm water <sup>1</sup>

22	Private:	Water Well <sup>1</sup>		Distance in feet to closest public system	
23	Private:	Onsite Sewage Facility <sup>1</sup>		Distance in feet to closest public system	
24	Construction plans approved?	NO	YES		
25	Date plans approved/Agency				

**Transportation**

26	Streets:	Public	Private <sup>2</sup>		
27			Gated	NO	YES
28	Traffic Impact Analysis required per NBCO Sec. 114-99, Sec. 118-46.	Worksheet Always	TIA Report required per worksheet	NO	YES <sup>1</sup>
29	TIA approval date:				

**Additional**

30	Waiver(s) approved with Master Plan or Preliminary Plat	As specified in the approval letter(s)
31	Waiver(s) requested – include Plat Code Section	Provide written justification for each waiver in compliance with NBCO Sec. 118-11 in separate document.

32	Are there easements or restrictions recorded by separate document on the property?	NO	YES
	If YES, provide copies of each document in addition to showing on the plat.		
33	Is the property subject to any liens, encumbrances, or judgments?	NO	YES
	If YES, provide details on a separate sheet. Permission from any lien holder(s) and/or removal of any encumbrances or judgments will be necessary prior to filing of a plat with the County Clerk's office.		

**Licensed Engineer/Surveyor:** \_\_\_\_\_  
**Company:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

34 **APPLICATION FEE SCHEDULE**  
**Utilize Fee Calculation Form online or contact staff prior to submittal – see Subdivision Application Instructions**

FEE TO PLAT	OTHER FEES THAT APPLY:
\$1,250 base fee + \$100 per acre (\$2,500 max)	TIA Worksheet \$100
	Sidewalk Waivers \$300
	Plat Variance / Waiver \$150 each
	Technology Fee 3% of Application subtotal fee

**Footnotes:**

<sup>1</sup> Letters of Certification will be required from each utility/jurisdiction as indicated. Sample attached.  
<sup>2</sup> Private streets require approval by the Planning Commission through a waiver. See #30/31 above.

## Required Attachments

City	Applicant	File ID #	Attachment	Application Reference Number
			Shaded box indicates the item is ALWAYS required. Otherwise, a YES response on the application makes it required.	
		1	1 USB drive with a digital copy (.pdf) of all documents included in application	
		2	14 copies of Project Letter	
		3	14 double-sided copies of completed & signed application (owner and agent)	
		4	Copy of deed(s) showing current ownership of entire subject property	
		5	14 copies of revised final plat	
		6	1 copy of survey (show any existing improvements/structures on subject property)	
		7	1 copy of completed and signed <a href="#">online parks proposal letter &amp; worksheet</a>	
		8	Lien holder(s), encumbrance, or judgement paperwork	32
		9	1 copy of utility and road schematic	
			Letters of Certification (LOC) with attachments:	
		10	Drainage Report acceptance – New Braunfels Public Works – Engineering	
		11	Traffic Impact Analysis acceptance – New Braunfels Public Works – Engineering	28,29
		12	Construction Plans Approved – New Braunfels Public Works – Engineering	21
		13	Utility Provider certification – Water	20, 21
		14	Utility Provider certification – Wastewater	20, 21
		15	Well Authorization – From county in ETJ <u>and</u> LOC from Utility Provider regarding distance to existing infrastructure	22
		16	OSSF Authorization – From county in ETJ <u>and</u> LOC from Utility Provider regarding distance to existing infrastructure	23
		17	TxDOT – District Office	10
		18	1 copy of approved Development Agreement	
		19	3 copies of approved final plat	5
		20	3 copies of final plat approval letter	5
		21	Digital copy of redlined plat showing revisions	5
		22	1 copy of the standards for the approved PD	15
		23	1 copy of the detail plan (or concept plan approved by City Council) for the approved PD	15
		24	1 copy of current deed restrictions for Townhouse/Zero Lot Line Subdivisions ( <i>City does not enforce deed restrictions</i> ):	
		25	1 copy of written justification for each requested waiver – can be one document	31
		26	1 copy of Easements/Restrictions recorded by separate instrument on property	32
		27	3 copies of gated plan sheet illustrating compliance with standards	26, 27
		28	1 copy of street name Approval Letter(s) ( <i>when new street right-of-way is proposed</i> )	
		29	1 copy of completed Fee Calculation Form AND Total Application Fee	34



**Property Owner Authorization**

As the property owner of the Proposed Subdivision, I hereby authorize City of New Braunfels staff to visit and inspect the subject property for which this application is being submitted.

Additionally, I have reviewed the Subdivision Application Instructions, the requirements of this application and related checklist(s), and hereby confirm all required materials demonstrating compliance with city codes and regulations are attached.

\_\_\_\_ I will represent my application before City Staff and/or Planning Commission as the Applicant.

**OR**

\_\_\_\_ I hereby authorize the person named under Authorized Agent to act as Applicant in processing this application before City Staff and/or Planning Commission.

_____		_____	
Signature	Date		
_____			
Name (printed)	Phone	Cell	
_____			
Address	City	State	Zip
_____			
Email Address			

**Authorized Agent Statement**

**Please Note:** The signature of the Authorized Agent confirms the Authorized Agent has reviewed the Plat Application Instructions, requirements of this application and related checklist(s) and hereby confirms all required materials are attached demonstrating compliance with city codes and regulations.

**Authorized Agent Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

_____		_____	_____	_____
Mailing Address		City	State	Zip
_____				
Phone	Cell	Email Address		
_____				
Authorized Agent Signature		Date		