



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

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

Replat (Final Plat) Application

1 **Proposed Subdivision Name, Unit #** _____

2 Nearest Street Intersection: _____

3 Total Acreage: _____

4 Number of existing lots: ___ Res. ___ Com. ___ Park ___ Drainage ___ Open Space

5 Number of proposed lots: ___ Res. ___ Com. ___ Park ___ Drainage ___ Open Space

5 **Current Subdivision Name, Unit #:** _____

6 Recording information: _____ Date Recorded: _____

7 Quantity of existing lots: ___ Res. ___ Com. ___ Park ___ Drainage ___ Open Space

Boundaries:

8 City Limits	IN		OUT	
9 County	Comal		Guadalupe	
10 School District	CISD		NBISD	Other
11 Adjacent TxDOT Roadway ¹	NO		YES	Road Name
12 Utility District	NBU		GVEC	GBRA
	Green Valley		Clear Springs	Other

13 Floodway - Is any part of the project property within the regulatory floodway?

NO		YES	
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14 Floodplain - Is any part of the project property within the regulatory floodplain?

NO		YES	
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15 Current Zoning District _____

16 Planned Development District

NO		YES		Ord. No.	
Name:			Date		
			Apprvd.		

17 Present Use of Property: _____

18 Proposed Use of Property: _____

19 Has any portion of the subject property been restricted during the past 5 years to one or two residential units per lot? (zoning or deed restricted)

NO		YES	
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20 If YES:

Additional public notification is required. Newspaper public notice and fee per mailed notice.			
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Infrastructure:

21 Existing utility service to property:	Water ¹	Wastewater ¹			
22 Public Infrastructure proposed with subdivision:	Water ¹	Wastewater ¹	Streets ¹ (pub & prvt)	Storm water ¹	

23	Private:	Water Well ¹	Distance in feet to closest public system	
24	Private:	Onsite Sewage System ¹	Distance in feet to closest public system	
25	Construction plans approved?	NO	YES	
26	Date plans approved/Agency			

Transportation

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

Additional

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

33	Are there easements or restrictions recorded by separate document on the property?	NO	YES
34	If YES, provide copies of each document in addition to showing on the plat.		
34	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:** _____

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:
\$1,000 base fee + \$50 per acre (\$3,000 max)	TIA Worksheet \$100
	Sidewalk Waivers \$300.00
	Plat Variance / Waiver \$150.00 each
	Technology Fee 3% of Application subtotal fee
	Newspaper Notice (per published notice) \$115
	Mailed Notification (per mailed notice) \$2.15 ³

Footnotes:

¹ Letters of Certification will be required from each utility/jurisdiction as indicated. Sample attached.

² Private streets require approval by the Planning Commission as a waiver. See #31/32 above.

³ Contact staff for determination of Mailed Notification Fee.

Required Attachments

City	Applicant	File ID #	Attachment	Application Reference
			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 (minimum resolution of 300 dpi)	
		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 re-plat	
		6	1 copy of survey (show any existing improvements/structures on subject property)	
		7	1 copy of completed and signed online parks proposal letter & worksheet	
		8	Lien holder(s), encumbrance, or judgement paperwork	34
		9	1 copy of utility and road schematic	
			Letters of Certification (LOC):	
		10	Drainage Report acceptance – New Braunfels Public Works - Engineering	
		11	Traffic Impact Analysis acceptance – New Braunfels Public Works – Engineering	27
		12	Construction Plan – New Braunfels Public Works - Engineering	25
		13	Utility Provider certification – Water	21, 22
		14	Utility Provider certification – Wastewater	21, 22
		15	Well Authorization – From county when in ETJ <u>and</u> LOC from Utility Provider regarding distance to existing infrastructure	23
		16	OSSF Authorization – From county when in ETJ <u>and</u> LOC from Utility Provider regarding distance to existing infrastructure	24
		17	TxDOT – District Office	11
		18	1 copy of approved Development Agreement	
		19	1 copy of the standards for the approved PD	16
		20	1 copy of the detail plan (or concept plan approved by City Council) for the approved PD	16
		21	1 copy of current deed restrictions for Townhouse/Zero Lot Line Subdivisions (<i>City does not enforce deed restrictions</i>):	
		22	3 copies of approval letters for master plan and/or preliminary plat that included waiver approvals	31
		23	3 copies of written justification for each requested waiver – can be one document	35
		24	1 copy of Easements/Restrictions recorded by separate instrument on property	33
		25	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



PLANNING

**2020
PLANNING COMMISSION MEETING
CALENDAR
FOR SUBDIVISION PLATS
Council Chambers
6:00 p.m.**

Meeting Date (Tuesday unless otherwise noted)	Plat Application Deadline Receipt of Applications MONDAY only between 8 am and NOON	Staff Plat Review Meeting (Completeness Check)	Completeness Notification (Incomplete application will be rejected)
Tuesday, December 3, 2019	Monday, November 4, 2019	Thursday, November 7, 2019	Friday, November 8, 2019
Tuesday, January 7, 2020	Monday, December 9, 2019	Thursday, December 12, 2019	Friday, December 13, 2019
Tuesday, February 4, 2020	Monday, January 6, 2020	Thursday, January 9, 2020	Friday, January 10, 2020
Tuesday, March 3, 2020	Monday, February 3, 2020	Thursday, February 6, 2020	Friday, February 7, 2020
Tuesday, April 7, 2020	Monday, March 9, 2020	Thursday, March 12, 2020	Friday, March 13, 2020
Tuesday, May 5, 2020	Monday, April 6, 2020	Thursday, April 9, 2020	¹Thursday, April 9, 2020
Tuesday, June 2, 2020	Monday, May 4, 2020	Thursday, May 7, 2020	Friday, May 8, 2020
Tuesday, July 7, 2020	Monday, June 8, 2020	Thursday, June 11, 2020	Friday, June 12, 2020
Tuesday, August 4, 2020	Monday, July 6, 2020	Thursday, July 9, 2020	Friday, July 10, 2020
²Wednesday, September 2, 2020	Monday, August 3, 2020	Thursday, August 6, 2020	Friday, August 7, 2020
³Wednesday, October 7, 2020	⁴Tuesday, September 8, 2020	Thursday, September 10, 2020	Friday, September 11, 2020
⁵Wednesday, November 4, 2020	Monday, October 5, 2020	Thursday, October 8, 2020	Friday, October 9, 2020
Tuesday, December 1, 2020	Monday, November 2, 2020	Thursday, November 5, 2020	Friday, November 6, 2020
Tuesday, January 5, 2021	Monday, December 7, 2020	Thursday, December 10, 2020	Friday, December 11, 2020

1 Moved from Friday to Thursday due to City Hall being closed 09/10/2020 for Founder's Day

2 Meeting moved from Tuesday to Wednesday due to Budget Meetings on 09/01/2020

3 Meeting moved from Tuesday to Wednesday due to National Night Out 10/06/2020

4 Moved from Monday to Tuesday due to City Hall being closed 09/07/2020 for Labor Day

5 Meeting moved from Tuesday to Wednesday due to National Election 11/03/2020 (Wurstfest 11/03/2020 to 11/15/2020)