



**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.: MP - _____
<i>Submittal date – office use only</i>

## Master Plan Application

1 **Proposed Subdivision Name** \_\_\_\_\_

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

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

4 Proposed land use (acreage): \_\_\_ Res. \_\_\_ Com. \_\_\_ Park \_\_\_ Drainage \_\_\_ Open Space  
 Quantity of maximum proposed lots: \_\_\_ Res. \_\_\_ Com.

**Boundaries:**

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

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

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

NO		YES	
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12 Current Zoning District \_\_\_\_\_

13 Planned Development District

NO		YES		Ordinance No.	
Name:				Date Apprvd.	

14 Present Use of Property: \_\_\_\_\_

15 Proposed Use of Property: \_\_\_\_\_

**Infrastructure:**

16	Existing utility service to property:	Water <sup>1</sup>	Wastewater <sup>1</sup>			
17	Public Infrastructure proposed with subdivision:	Water <sup>1</sup>	Wastewater <sup>1</sup>	Streets <sup>1</sup> (pub & prvt)	Storm water <sup>1</sup>	
18	Private:	Water Well <sup>1</sup>	Distance in feet to closest public system			
19	Private:	Onsite Sewage Facility <sup>1</sup>	Distance in feet to closest public system			

**Transportation**

20

Streets:	Public	Private <sup>2</sup>				
		Gated	NO		YES	

21

22

Traffic Impact Analysis required per NBCO Sec. 114-99, Sec. 118-46.

TIA required per worksheet	NO		YES <sup>1</sup>	
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**Additional**

23	Waiver(s) requested – include Plat Code Section	Provide written justification for each waiver in compliance with NBCO Sec. 118-11 in separate document.

24	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:** \_\_\_\_\_

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

MASTER PLAN	OTHER FEES THAT APPLY:
\$1,000 base fee + \$50 per acre (\$2,500 max)	TIA Worksheet \$100
	Sidewalk Waivers \$300.00
	Plat Variance / Waiver \$150.00 each
	Technology Fee 3% of application subtotal fee

**Footnotes:**

<sup>1</sup> Letters of Certification will be required from each utility/jurisdiction as indicated. Samples with Subdivision Application Instructions.

<sup>2</sup> Private streets require approval by the Planning Commission through a waiver. See #23 above.

## 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	
		2	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 master plan	
		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	24
		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	22
		12	Utility Provider certification – Water	16, 17
		13	Utility Provider certification – Wastewater	16, 17
		14	Well Authorization – From county when in ETJ <u>and</u> LOC from Utility Provider regarding distance to existing infrastructure	18
		15	OSSF Authorization – From county when in ETJ <u>and</u> LOC from Utility Provider regarding distance to existing infrastructure	19
		16	TxDOT – District Office	8
		17	1 copy of approved Development Agreement	
		18	1 copy of the standards for the approved PD	13
		19	1 copy of the detail plan (or concept plan approved by City Council) for the approved PD	13
		20	1 copy of current deed restrictions for Townhouse/Zero Lot Line Subdivisions ( <i>City does not enforce deed restrictions</i> ):	
		21	3 copies of written justification for each requested waiver – can be one document	23
		22	3 copies of gated plan sheet illustrating compliance with standards	20, 21
		23	1 copy of street name Approval Letter(s) – if available	
		24	1 copy of completed Fee Calculation Form <b>and</b> Total Application Fee	25



**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.**

<b>Meeting Date (Tuesday unless otherwise noted)</b>	<b>Plat Application Deadline Receipt of Applications MONDAY only between 8 am and NOON</b>	<b>Staff Plat Review Meeting (Completeness Check)</b>	<b>Completeness Notification (Incomplete application will be rejected)</b>
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	<b><sup>1</sup>Thursday, April 9, 2020</b>
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
<b><sup>2</sup>Wednesday, September 2, 2020</b>	Monday, August 3, 2020	Thursday, August 6, 2020	Friday, August 7, 2020
<b><sup>3</sup>Wednesday, October 7, 2020</b>	<b><sup>4</sup>Tuesday, September 8, 2020</b>	Thursday, September 10, 2020	Friday, September 11, 2020
<b><sup>5</sup>Wednesday, November 4, 2020</b>	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

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

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

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

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

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