



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

CC/Cash/Check No.: _____
 Amount Recd. \$ _____
 Receipt No.: _____
 Case No.: _____ - _____

Submittal date – office use only

Plat Extension Application

Property Owner: _____
 Applicant (if different than owner) *: _____
 Address: _____
 Telephone: Office: _____ Mobile: _____
 Email: _____
 Subdivision name: _____
 City Limits: In Out - County: Comal Guadalupe - School Dist: CISD NBISD _____ (specify)
 Is any part of the property in a floodplain? Yes No

Pursuant to [Chapter 118-32 \(c\)](#) The planning director may upon application extend approval of a final plat for an additional 12 months. At the end of this 12-month extension the final plat approval shall be revoked in writing by the city to the applicant unless:

1. Extended by the planning commission upon application by the applicant in accordance with the planning commission approved meeting schedule;
2. Subdivision development has begun; or
3. Surety has been provided for in accordance with this chapter.

Submittal Requirements

- Copy of Plat as approved
- Letter indicating reason for extension
- A \$206 fee is imposed upon applicants when applying for a plat extension.

Signed: _____ Date: _____
Applicant/Agent*

*If applicant is person other than owner, a letter of authorization must be provided from owner. Signature indicates authorization for plat 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: _____



**2019
PLANNING COMMISSION MEETING CALENDAR
Council Chambers
6:00 p.m.**

Meeting Date (Tuesday unless otherwise noted)	Application Submittal Deadline for Plats ¹ Zone Changes and SUPs MONDAY by NOON	Administrative Completeness (Rejection Notification) Tuesday by 5:00 p.m.	Administrative Completeness Grace Period Deadline Wednesday by 3:00 p.m.	Plat Comments Distributed	Last Date Zoning Signs Must be Placed on Property	Meeting Date for Plat Re-submittals ² & Agenda Reports Complete
January 8	Nov. 19, 2018	Nov. 20, 2018	Nov. 21, 2018	Dec. 7, 2018	Dec. 17, 2018	Dec. 18, 2018
February 5	Dec. 20, 2018 (Thu)	Dec. 21, 2018 (Fri)	Dec. 26, 2018	Jan. 11	Jan. 21	Jan. 22
March 5	Jan. 18 (Fri)	Jan. 22	Jan. 23	Feb. 8	Feb. 18	Feb. 19
April 2	Feb. 15 (Fri)	Feb. 19	Feb. 20	March 8	March 18	March 19
May 7	March 25	March 26	March 27	April 12	April 22	April 23
June 4	April 22	April 23	April 24	May 10	May 20	May 21
July 2	May 20	May 21	May 22	June 7	June 17	June 18
August 6	June 24	June 25	June 26	July 12	July 22	July 23
September 4 ³ (Wed)	July 22	July 23	July 24	Aug. 9	Aug. 19	Aug. 20
October 2 ⁴ (Wed)	Aug. 19	Aug. 20	Aug. 21	Sept. 6	Sept. 16	Sept. 17
November 5	Sept. 23	Sept. 24	Sept. 25	Oct. 11	Oct. 21	Oct. 22
December 3	Oct. 21	Oct. 22	Oct. 23	Nov. 8	Nov. 18	Nov. 19
January 7, 2020	Nov. 21 (Thu)	Nov. 22 (Fri)	Nov. 25 (Mon)	Dec. 13	Dec. 23	Dec. 20 (Fri)
February 4, 2020	Dec. 18 (Wed)	Dec. 19 (Thu)	Dec. 20 (Fri)	Jan. 10, 2020	Jan. 20, 2020	Jan. 21, 2020

¹ For purposes of the 30-day deadline for plat approval, your plat application is considered accepted after being checked for completeness with city code standards on the Plat Comments Distributed date.
² To remain on meeting agenda, no additional revisions to the plat or new documents requiring review can be submitted at this meeting.
³ Meeting moved from Tuesday to Wednesday due to Budget meetings.
⁴ Meeting moved from Tuesday to Wednesday due to Tx National Night Out.