



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.: _____
 Submittal date – office use only

Minor or Development Plat Application (Administrative)

Applicant Name: _____ *Signature: _____

* By signing this I am acknowledging I have read the **Instructions** and all required documents are provided in this submittal

Plat Name: _____

INSTRUCTIONS:

1. **Provide the submittal package to Planning Division Staff at the department counter located in City Hall.**
2. **Submittals are due by 12:00 p.m. (noon) on the subdivision submittal date. See attached schedule.**
3. The most current application is located on the City’s website ([Applications](#)) for your reference.
4. **Incomplete, incorrect or late applications cannot be accepted for review.**
5. **No waivers** or public infrastructure can be included. Plats with public infrastructure and/or waivers must be processed as a Final Plat before Planning Commission.
6. Place a check mark on each line if you have complied with that item. Indicate with N/A if the item does not apply to your subdivision. If there are any questions regarding subdivision regulations, the applicant should consult the source law. City ordinances can be obtained from the City of New Braunfels at our website. [Code of Ordinances](#)
7. All required plans must be folded simply to 8 ½” X 9” in size with plat name visible (**no** smaller, no larger and no accordion folds)
8. All PDFs must have a minimum resolution of 300 dpi
9. **The first 11 items are required with submittal AND grouped in the orders shown with document type label visible.**

City	Applicant
___	___ 1 USB drive with a digital copy(.pdf) of all submittal documents (minimum resolution of 300 dpi)
___	___ 17 <u>double-sided</u> copies of completed & signed application/checklist (meeting date filled in)
___	___ 17 copies of project letter explaining proposal and relationship to other applications/permits in process or previously approved, collated with application
___	___ Copy of deed(s) showing current ownership of entire subject property
___	___ 1 copy of Preliminary Drainage Report and 6 copies of Preliminary Utility Schematic
___	___ 17 copies of final plat – folded as specified in #7 above
___	___ 3 copies of survey showing existing improvements/structures on subject property
___	___ 2 copies of completed and signed online parks proposal letter & worksheet
___	___ 3 copies of completed TIA Worksheet
___	___ TIA Submittal - 1 hardcopy. TIA required (per worksheet): <input type="checkbox"/> No Yes: <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3
___	___ Base Application Fee: \$1,287.00 (\$1,250 + 3% tech. fee of \$37.00) (Additional Fees will be invoiced after Completeness Check)
	Additional items (when applicable):
___	___ Development agreement approved: <input type="checkbox"/> No <input type="checkbox"/> Yes= 3 copies of approved Development Agreement
___	___ PD development district: <input type="checkbox"/> No <input type="checkbox"/> Yes= 1 copy of the standards and concept/detail plan
___	___ Current deed restrictions for Townhouse/Zero Lot Line Subdivisions (<i>City does not enforce deed restrictions</i>)
___	___ 3 copies of all separate instruments shown on plat

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Administrative Plat Application

Case No.: PL-___-_____

1. Proposed Subdivision Plat Name: _____ Unit No. _____

Nearest Street Intersection: _____

Acreage: _____

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

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

2. Boundaries: City Limits: In Out **County:** Comal Guadalupe

School District: CISD NBISD Other _____

Adjacent TxDOT Roadway: Yes No

Utility District: NBU GVEC AT&T GBRA Green Valley Other _____

3. Planned Development District: No Yes Date approved: _____ Ord. No. _____

If yes, provide a copy of the PDD development standards and concept/detail plan and verify conformance

4. Licensed Engineer/Surveyor: _____

Mailing Address: _____

Telephone: _____ Email: _____

5. Present use of the property: _____ **Current Zoning:** _____

6. Proposed use(s) of the property: _____

7. Traffic Impact Analysis document required per NBCO Sec. 114-99, Sec. 118-46: _____

Worksheet (always) TIA per worksheet: None Level 1 Level 2 Level 3

If previously approved, provide a copy of the Traffic Impact Analysis and verify conformance

8. Is the property subject to any liens, encumbrances, or judgments? Yes No

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.

9. Is any part of the property in a regulatory floodway? Yes No

10. Is any part of the property in a regulatory floodplain? Yes No

IMPORTANT NOTES:

- All staff comments must be addressed by the resubmittal date. If not, the plat will be rejected and will NOT be forwarded to the Planning Commission.
- For plats on TxDOT right-of-way, it is highly recommended that a permit be submitted to TxDOT prior to submitting the plat application.
- All new plats must be reviewed by the Park Development Manager in the Parks and Recreation Department, (830) 221-4358.



Administrative Plat Application

Please Note: The signature of owner authorizes City of New Braunfels staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his agent has reviewed the requirements of this application/checklist and all items on this checklist have been addressed and complied with.

(Check One:)

 I will represent my application before the Planning Division and/or Planning Commission.

 I hereby authorize the person named below to act as my agent/applicant in processing this application before the Planning Division and/or Planning Commission.

*Furthermore, I agree to comply with all platting and subdivision requirements of the City of New Braunfels. I understand the plat will be rejected and will **NOT** be forwarded to the Planning Commission unless staff comments are satisfactorily addressed by the plat resubmittal meeting date. I voluntarily waive my right to request a certificate stating the date the plat was filed and that the Planning Commission failed to act on the plat within thirty days. I do not object to consideration of the plat on _____ (date of Planning Commission meeting). This waiver expires after _____ (date of Planning Commission meeting).*

 Owner's Name (printed) Phone Cell

 Owner's Address City State Zip

 Owner's Signature Date Email Address

Agent/Applicant Name: _____

Company: _____

 Mailing Address City State Zip

 Phone Cell Email

APPLICATION FEE SCHEDULE

FEE TO PLAT	OTHER FEES THAT APPLY:
\$1,250 base fee + \$100 per acre (\$2,500 max)	TIA Worksheet \$100
	Level 1 TIA \$500
	Level 2 TIA \$750
	Level 3 TIA \$1,250
	Technology Fee 3% of Application subtotal fee

Final Plat shall include (check boxes to confirm compliance):

- A Plat must be consistent with the City's plans, policies and ordinances including, but not limited to, the Comprehensive Plan and Zoning Ordinance, the approved master plan and approved preliminary plat.
- Sheets are not to be less than 18" x 24" with ½ inch borders.
- Drawn to a scale of 1" = 100' or greater, indicate on plat.
- Include an index sheet if more than sheet is necessary to accommodate the entire area.
- Names and addresses of the applicant, record title owner, engineer and/or surveyor.
- An accurate boundary survey of the property with bearings and distances referenced to a known monument showing pertinent data concerning property immediately adjacent in dashed lines.
- The exact location, dimensions, name and description of all existing or recorded streets, alleys, reservations, easements or public rights-of-way within the subdivision, intersecting or contiguous with its boundary or forming such boundary, with accurate dimensions bearing or deflecting angles and radii, area and central angle, degree of curvature, tangent distance and length of all curves where appropriate.
- The exact location, dimensions, description and name of all proposed streets, alleys, centerlines of streets and alleys, drainage easements, parks, public areas, reservations, easements or rights-of-way, perimeter street right-of-way, blocks, lots and significant sites within the subdivision, with accurate dimensions bearing or deflecting angles and radii, area and central angles, degree of curvature, tangent distance and length of all curves where appropriate.
- The location of all front, rear, and side building setback lines (if different from what the City Zoning Ordinance requires).
- The locations of contiguous lots, blocks, streets, easements, rights-of-way, parks and public facilities.
- Location and description of monuments which shall be placed at each corner of the boundary survey of the subdivision.
- Lot numbers, block numbers, and the square footage of all lots other than rectangular shaped lots or a statement that all lots meet the required minimum square footages.
- Subdivision boundary lines indicated by heavy lines and the computed acreage of the subdivision.
- Any certifications, acknowledgements, approvals or statements required by and in a format approved by the county or counties within which the subdivision lies shall be attached to the subdivision plat.
- A statement or statements for any subdivision in which a lot or lots are not connected to water or wastewater system owned or franchised by the City shall be attached to the subdivision plat.
- A statement shall be added on the subdivision plat declaring whether sidewalks are required, upon which streets sidewalks are required, and who is responsible for installation.
- A statement shall be added on the subdivision plat stating whether all or a portion of the subdivision falls within the one percent chance floodplain, and if so, the engineer's or surveyor's statement of the minimum permissible floor elevation for each lot together with a statement that all buildings must be constructed above that minimum floor elevation.
- If no portion of any lot on a plat is within an indicated special flood hazard zone, then the plat shall state this: "No portion of any lot on this plat is within an indicated special flood hazard zone according to the adopted flood maps of the City of New Braunfels."
- Date of preparation, scale of plat, and north arrow.
- Land subject to any special flood hazard zone according to the City's adopted flood maps.
- Additional information as may be required by state law, the Planning Director, City Engineer, or the Planning Commission.

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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.