



**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.: \_\_\_\_\_  
  
*Submittal date – office use only*

### Master Plan Application

Applicant Name: \_\_\_\_\_ \*Signature: \_\_\_\_\_

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

Master Plan 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. 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](#)
6. All plans must be folded simply to 9” X 12” in size with name visible (**no smaller, no larger and no accordion folds**)
7. **The first 10 items are required with submittal AND grouped in the order 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)
___	___	Project letter – brief explanation of proposed project including land use, zoning, lot types, etc.
___	___	17 <u>double-sided</u> copies of completed & signed application/checklist (meeting date filled in)
___	___	Copy of deed(s) showing current ownership of entire subject property
___	___	17 copies of master plan – folded as specified in #6 above
___	___	3 copies of survey showing existing improvements/structures on subject property
___	___	2 copies of completed and signed <a href="#">online parks proposal letter &amp; worksheet</a>
___	___	3 copies of completed <a href="#">TIA Worksheet</a>
___	___	Copy of Master Drainage Plan Report
___	___	Base Application Fee: <b>\$1,030</b> (\$1,000 + 3% tech. fee of \$30.00) <b>(Final invoice of any additional fees to be provided with staff comments)</b>
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
___	___	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
___	___	Current deed restrictions for Townhouse/Zero Lot Line Subdivisions <i>(City does not enforce deed restrictions)</i>
___	___	Waiver(s) requested = 3 copies of written justification for each waiver – can be one document
___	___	3 copies of all separate instruments shown on plat
___	___	Gated Private Streets: <input type="checkbox"/> No <input type="checkbox"/> Yes= 6 copies of gated plan sheet illustrating compliance with standards
___	___	3 copies of street name Approval Letter(s)

***(Intentionally blank)***

- 1. **Proposed Subdivision Name:** \_\_\_\_\_  
Nearest Street Intersection: \_\_\_\_\_  
Acreage: \_\_\_\_\_  
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, see page 1 for submittal requirement.
- 4. **Public infrastructure proposed with subdivision.**  Water  Wastewater  Streets (pub/prvt)  Stormwater
- 5. **Licensed Engineer/Surveyor:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_      Email: \_\_\_\_\_
- 6. **Waiver(s) requested (\$150-\$300 each)- include Plat Code Section:** \_\_\_\_\_  
Provide written justification for each waiver in compliance with NBCO Sec. 118-11, see page 1.
- 7. **Present use of the property:** \_\_\_\_\_ **Current Zoning:** \_\_\_\_\_
- 8. **Proposed use(s) of the property:** \_\_\_\_\_
- 9. **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. See page 1.
- 10. **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.
- 11. **Is any part of the property in a regulatory floodway?**  Yes  No
- 12. **Is any part of the property in a regulatory floodplain?**  Yes  No

**IMPORTANT NOTES:**

- A completeness check will be performed after submittal is accepted to confirm all necessary items have been submitted. Applicant will be invoiced remaining fees if application is determined complete. If determined incomplete, the applicant will be requested to retrieve application packet and a refund of the base fee can be processed.
- All staff comments must be addressed by the resubmittal date. If not, the plan cannot be presented to the Planning Commission with a recommendation for approval.
- 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 master plans will be reviewed by the Park Development Manager, (830) 221-4358.



<b>Master Plan Application</b>
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**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 City Staff and/or Planning Commission.*

*I hereby authorize the person named below to act as my agent/applicant in processing this application before City Staff 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**

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
	Level 1 TIA \$500
	Level 2 TIA \$750
	Level 3 TIA \$1,250
	Technology Fee 3%

<b>Master Plan Review Checklist</b>
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City	Applicant	Master Plan Submittal (Sec. 118-22 (a))
<input type="checkbox"/>	<input type="checkbox"/>	Topographic map of the entire area
<input type="checkbox"/>	<input type="checkbox"/>	Scale not less than 1" = 500'
<input type="checkbox"/>	<input type="checkbox"/>	Names and addresses of the developers/subdividers, record owner, engineer and/or surveyor
<input type="checkbox"/>	<input type="checkbox"/>	Proposed name of the subdivision (top and center of sheet(s))
<input type="checkbox"/>	<input type="checkbox"/>	Location map with subdivision boundaries, major streets, north arrow, and City Limits/ETJ
<input type="checkbox"/>	<input type="checkbox"/>	Schematic layout of the entire tract and its relationship to adjacent property and existing adjoining development, including tentative proposed layouts of streets, blocks, drainage, and utilities
<input type="checkbox"/>	<input type="checkbox"/>	The phases of development of the tract
<input type="checkbox"/>	<input type="checkbox"/>	Proposed land use categories and zoning
<input type="checkbox"/>	<input type="checkbox"/>	Dwelling units per acre
<input type="checkbox"/>	<input type="checkbox"/>	Arterial, collector, and local street layout
<input type="checkbox"/>	<input type="checkbox"/>	Parks, schools, and public uses
<input type="checkbox"/>	<input type="checkbox"/>	Significant natural features, including floodplains and wooded areas
<input type="checkbox"/>	<input type="checkbox"/>	Significant manmade features, such as railroads, buildings, and utilities
<input type="checkbox"/>	<input type="checkbox"/>	Compliance with Chapter 118, Article IV - Design Standards

**Master Plan Review Checklist**

City	Applicant	Master Drainage Plan Report (Sec. 118-22(a)(12) and DCM Sec. 2.1.5)	
<input type="checkbox"/>	<input type="checkbox"/>	Existing Drainage Site Plan with boundary, existing drainage infrastructure, right-of-way, easements, floodplain and floodway boundaries	
<input type="checkbox"/>	<input type="checkbox"/>	Existing Watershed Map with development boundary, existing drainage areas, contours and flow arrows	
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Drainage Site Plan with development boundary, existing and proposed drainage infrastructure, right-of-way, easements, stormwater connections and points of discharge, and proposed changes to floodplain and floodway boundaries	
<input type="checkbox"/>	<input type="checkbox"/>	Master Drainage Plan Summary including proposed drainage and water quality management plan and impacts to adjacent properties	
City	Applicant	Traffic Impact Analysis (Sec. 118-46(y))	
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">TIA Worksheet</a> (for all submittal types and including all phases)	
<input type="checkbox"/>	<input type="checkbox"/>	TIA Submittal (per TIA Worksheet)	
		<i>Peak Hour Trips</i>	<i>Submittal Type</i>
		100 or less	TIA Worksheet
		101 – 500	Level 1 TIA
		501 – 1,000	Level 2 TIA
		1,000 or more	Level 3 TIA
<input type="checkbox"/>	<input type="checkbox"/>	Compliance with TIA requirements	
City	Applicant	Standards for Master Plan Approval (Sec. 118-22(f))	
<input type="checkbox"/>	<input type="checkbox"/>	The property is consistent with the Zoning Ordinance and any development agreements	
<input type="checkbox"/>	<input type="checkbox"/>	The proposed configuration of roads, water, wastewater, and drainage is adequate to serve each phase of the subdivision	
<input type="checkbox"/>	<input type="checkbox"/>	The schedule of development is feasible and prudent	
<input type="checkbox"/>	<input type="checkbox"/>	The location and size of development proposed assures orderly and efficient development of the land subject to the approved Master Plan	
<input type="checkbox"/>	<input type="checkbox"/>	Where the proposed development is located within the City ETJ and is subject to an interlocal agreement, the proposed subdivision master plan meets any County standards to be applied pursuant to the agreement	



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

Meeting Date (Tuesday unless otherwise noted)	Application Submittal Deadline for Plats <sup>1</sup> Zone Changes and SUPs <b>MONDAY by NOON</b>	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 <sup>2</sup> & Agenda Reports Complete
January 8	<b>Nov. 19, 2018</b>	Nov. 20, 2018	Nov. 21, 2018	Dec. 7, 2018	Dec. 17, 2018	Dec. 18, 2018
February 5	<b>Dec. 20, 2018 (Thu)</b>	<b>Dec. 21, 2018 (Fri)</b>	Dec. 26, 2018	Jan. 11	Jan. 21	Jan. 22
March 5	<b>Jan. 18 (Fri)</b>	Jan. 22	Jan. 23	Feb. 8	Feb. 18	Feb. 19
April 2	<b>Feb. 15 (Fri)</b>	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 <sup>3</sup> (Wed)	July 22	July 23	July 24	Aug. 9	Aug. 19	Aug. 20
October 2 <sup>4</sup> (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	<b>Nov. 21 (Thu)</b>	<b>Nov. 22 (Fri)</b>	<b>Nov. 25 (Mon)</b>	Dec. 13	Dec. 23	<b>Dec. 20 (Fri)</b>
February 4, 2020	<b>Dec. 18 (Wed)</b>	<b>Dec. 19 (Thu)</b>	<b>Dec. 20 (Fri)</b>	Jan. 10, 2020	Jan. 20, 2020	Jan. 21, 2020

<sup>1</sup> 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.  
<sup>2</sup> To remain on meeting agenda, no additional revisions to the plat or new documents requiring review can be submitted at this meeting.  
<sup>3</sup> Meeting moved from Tuesday to Wednesday due to Budget meetings.  
<sup>4</sup> Meeting moved from Tuesday to Wednesday due to Tx National Night Out.