



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

Preliminary Plat Application

Applicant Name: _____ *Signature _____

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

Preliminary 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. 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.
6. All required plans must be folded simply to 8 1/2" X 9" in size with plat name visible.
7. All PDFs must have a minimum resolution of 300 dpi
8. The first 12 items are required with submittal AND grouped in the order shown with document type label visible.

Table with 2 columns: City, Applicant. Lists 12 items for submittal including USB drive, application copies, project letter, deed, preliminary plat, survey, parks proposal, TIA worksheet, TIA submittal, drainage report, street utility schematic, application fee (\$1,030), and additional items like master plan, development agreement, and PD district.

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Preliminary Plat Application

Case No.: PP__ -__

- 1. **Proposed Subdivision Plat Name:** _____ Unit No. _____
 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. **Subdivision Master Plan:** Yes No Date approved: _____
 If yes, provide a copy of the Master Plan and verify conformance
- 4. **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
- 5. **Public infrastructure proposed with subdivision.** Water Wastewater Streets (including private)
 Stormwater **Construction plans approved?** Yes No
 Construction plans approved/date and agency: _____
- 6. **Licensed Engineer/Surveyor:** _____
 Mailing Address: _____
 Telephone: _____ Email: _____
- 7. **Waiver(s) approved with the Master Plan:** _____
 If yes, provide copy of approval letter.
- 8. **Waiver(s) requested (\$150-\$300 each):** _____
 Justification for waiver(s) in compliance with NBCO Sec. 118-11 must be attached in separate document.
- 9. **Present use of the property:** _____ **Current Zoning:** _____
- 10. **Proposed use(s) of the property:** _____
- 11. **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
- 12. **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.
- 13. **Is any part of the property in a regulatory floodway?** Yes No
- 14. **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.



Preliminary 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
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Owner's Address	City	State	Zip
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Owner's Signature	Date	Email Address
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Agent/Applicant Name: _____

Company: _____

Mailing Address	City	State	Zip
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Phone	Cell	Email
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APPLICATION FEE SCHEDULE

FEE TO PLAT	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%

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

- 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.
- A Preliminary Plat must be consistent with the City's plans, policies and ordinances including, but not limited to, the Comprehensive Plan and Zoning Ordinance, and an approved master plan (if applicable).
- A location map of the subdivision indicating its relation to adjacent arterials or collectors with sufficient information to locate the subdivision in relation to the rest of the City.
- Names and addresses of the applicant, record title owner, engineer and/or surveyor.
- The proposed name of the subdivision shall not have the same spelling or be pronounced similar to the name of any other subdivision located within the City or the City's extraterritorial jurisdiction, unless the subdivision is contiguous to a recorded subdivision and the plat represents an additional installment or increment of the original subdivision.
- Names of contiguous subdivisions and the owners of contiguous parcels of un-subdivided land, and an indication of whether or not contiguous properties are platted.
- The locations of contiguous lots, blocks, streets, easements, rights-of-way, parks and public facilities.
- Subdivision boundary lines indicated by heavy lines and the computed acreage of the subdivision.
- Existing site information as follows:
 - The exact location, dimensions, name and description of all existing or recorded streets, alleys, drainage structures, reservations, easements or public rights-of-way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries;
 - The exact location, dimensions, description and name of all existing or recorded residential lots, parks, public areas and significant sites within or contiguous with the subdivision.
- The location, dimensions, description and name of all proposed streets, alleys, parks, public areas, reservations, easements or rights-of-way, blocks, and lots.
- Date of preparation, scale of plat, and north arrow.
- Topographical information shall include contours on the basis of five (5) vertical feet in terrain with a slope of two percent (2%) or more, and on a basis of two (2) vertical feet in terrain of less than two percent. Contour lines shall be based upon City datum, if available.
- Location of City limits line, the outer border of the City's extraterritorial jurisdiction, and zoning district boundaries if they traverse the subdivision, form part of the boundary of the subdivision, or are contiguous to such boundary. This shall be shown on all copies submitted to the City and will not be required on the final plat.
- The preliminary plat shall indicate by lot the proposed land use and proposed density on all copies submitted. This information will not be required on the final plat.
- A number or letter to identify each lot or site and each block.
- Any setback lines that are proposed to be more restrictive than the Zoning Ordinance.
- Additional information as may be required by state law, the Planning Director, City Engineer, or the Commission.
- Land subject to any special flood hazard zone according to the City's adopted flood maps.

Continued on next page.

Preliminary Street and Utility Schematic layout. The following shall be provided on the preliminary plat or on separate sheet(s). Label the sheets accordingly:

- A preliminary street plan with right-of-way and paving widths of all streets, alleys and the location of all sidewalks.
- A preliminary plan of the water system showing the approximate location and size of existing and proposed water lines, fire hydrants, and the location and size of existing mains to which the system will be connected.
- A preliminary plan for wastewater disposal systems including the location of wastewater lines pipe size, and points of discharge or any disposal sites, including lands subject to flooding.
- A preliminary plan of the drainage system with location of channels, storms sewer and detention or retention basins.



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.