





## **SUBMITTAL INSTRUCTIONS – SUBMITTING PLAT APPLICATIONS DIGITALLY TO THE CITY OF NEW BRAUNFELS**

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### Purpose:

To allow platting applications to be submitted digitally through Dropbox. The Development Planning Division will accept digital submittals for all platting applications including Final Plats, Replats, Amending Plats, Master Plans, Plat Waiver, and Vacation of Plats.

### Scope:

Platting applications are permitted to be submitted in a Dropbox link via email to [plats@newbraunfels.gov](mailto:plats@newbraunfels.gov). In addition to the requirements outlined in each application, the following requirements must be met in order to submit platting applications digitally:

- No more than one application may be submitted in each email and the email subject line should be written as “(Plat Name) (Application Type) Submittal”
- Applications must be submitted by 12:00 pm on the platting application deadline date. See [Platting Application calendar](#) for deadline dates.
- All files must be labeled the way they are listed within the required attachments list, by the File ID # and document label, found within each application. (Example: 1 - Application, 2 - Deed, 3 - Letter of Authorization, etc.)
- All files must be submitted as PDF file types.
- City staff will provide verification the submittal has been received and accepted for the Completeness Check upon receipt of a complete submittal.
- If City staff is unable to access the required submittal documents, you will be notified, and it will result in a rejection of the submittal.

Once a complete submittal has been received within the designated timeframe, staff will review for the Completeness Check and provide notification whether the application has been accepted or rejected as incomplete. If the application is accepted, staff will coordinate with the applicant to process the required fees via credit card payment over the phone.

If you have any questions with the digital platting submittal process, please feel free to contact Development Planning Division staff at [plats@newbraunfels.gov](mailto:plats@newbraunfels.gov) or (830) 221-4050 for assistance.