



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

Vacation of Amendment to Plat Application

Please review [Sec. 118-33](#) and confirm applicability of the vacation of amendment to plat application.

OWNER'S NAME(S): _____

OWNER'S ADDRESS: _____

PHONE: _____ E-MAIL: _____

LEGAL DESCRIPTION OF PROPERTY

NAME OF RECORDED SUBDIVISION PLAT AND UNIT NUMBER, if any: _____

COUNTY PLAT RECORDS DOCUMENT NO. FOR AMENDMENT TO PLAT: _____

LOT TO BE VACATED: _____ R ORIGINAL LOT NUMBERS: _____

ACREAGE/SQUARE FOOTAGE: _____ CITY LIMITS: IN _____ OUT _____

The signatures affixed below will certify that the owner of the described property does hereby vacate the amended plat of the property to return the referenced lots to their originally platted configuration. Any easements running along the common boundary line that were released by the combination of the lots are hereby reestablished as well. The property owner acknowledges that this Vacation of Amendment to Plat will not dissolve or alter any existing easements or other property interests that may exist within the boundaries of this property that are not adjacent to the common boundary line that is being reestablished by this vacation of the consolidation of the lots. The owner also certifies that any and all lienholders have acknowledged this Vacation of Amendment to Plat as per the attached Lienholder's Acknowledgement(s), if applicable.

 (Owner's Signature)

 (Owner's Signature)

 (Name Printed)

 (Name Printed)

STATE OF TEXAS §

§

COUNTY OF _____ §

SWORN TO AND SUBSCRIBED before me by _____

_____ on the _____ day of _____, _____.

 NOTARY PUBLIC

APPROVED BY PLANNING DIRECTOR ON
 THE _____ DAY OF _____, _____.

 PLANNING DIRECTOR

Vacation of Amendment to Plat Application

FOR RECORDING PURPOSES ONLY

CHECKLIST FOR “VACATION OF AMENDMENT TO PLAT APPLICATION”:

Documents required:

- \$206 fee** (\$200 application fee + \$6 technology fee (3%)) (Check made out to “**City of New Braunfels**”)
- Completed application.
- Copy of the recorded Amendment to Plat application and lot configuration.
- Copy of the recorded deed indicating current ownership of the lots.
- Original** Tax Certificates issued by Tax Office showing no outstanding taxes due. (One or two certificates, depending on how long ago the lots were combined.)
- Recording fee (\$121 for plat, plus \$4 for each tax certificate). Check must be made out to “**Comal County Clerk**”; Driver’s License number, date of birth, and home phone number on check)