



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

Master Plan Minor Revision Application

Changes that exceed [Sec. 118-22\(h\)\(1\)](#) will be considered a major revision and must be processed as a NEW Master Plan application.

General:

1	Approved Master Plan Name									
2	Nearest Street Intersection or Address									
3	Date Plan Approved		Approval Body	Planning Commission			Staff			
4	Approved waiver(s) associated with the master plan?					NO		YES		
5	If YES, list approved waiver case number(s)									
	Plat section(s) waived									
6	Total Acreage									
7	Number of Maximum Proposed Lots									
	Res		Comm.		Park		Drainage		Open Space	

Boundaries:

8	City Limits		IN		OUT	
9	County		Comal		Guadalupe	
10	School District	CISD		NBISD		Other
11	Adjacent TxDOT Roadway ¹	NO		YES	Road Name	
12	Utility District	NBU		GVEC		GBRA
		Green Valley		Clear Springs		Other

Application Fee Schedule: Fees to Plat

Required Fees: 50% of original master plan application fee. Staff will notify Applicant of total amount due.
 Notification of completeness status along with payment amount due will be emailed to the Applicant by 12:00 p.m. the Thursday after the deadline. Payment must be made by 12:00 p.m. the Friday after the deadline. Incomplete or late payments will result in rejection of the application submittal. See page 3 for calendar deadline dates.

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Required Attachments:

City	Applicant	File ID #	Attachment
			NAME DOCUMENT FILES AS THE ARE LISTED IN BOLD BELOW
		1	USB drive with a digital copy(.pdf) of all documents included in application if submitting in person.
		2	Application (completed and signed by owner)
		3	Revised Master Plan
		4	Letter of Explanation
		5	Redlined Master Plan
		6	Master Plan Approval Letter

Property Owner Authorization:

As the property owner of the Proposed Subdivision, I hereby authorize City of New Braunfels' staff to visit and inspect the subject property for which this application is being submitted.

Additionally, I have reviewed the Subdivision Application Instructions, the requirements of this application and related checklist(s), and hereby confirm all required materials demonstrating compliance with city codes and regulations are attached.

<input type="checkbox"/>	I will represent my application before City Staff and/or Planning Commission as the Applicant		
<u>OR</u>			
<input type="checkbox"/>	I will represent my application before City Staff and/or Planning Commission as the Applicant		
Owners Signature		Date	
Owners Name (printed)		Phone #	
Mailing Address (City, State, Zip)			
E-Mail Address			

Authorized Agent Statement:

Please Note: The signature of the Authorized Agent confirms the Authorized Agent has reviewed the Plat Application Instructions, requirements of this application and related checklist(s) and hereby confirms all required materials are attached demonstrating compliance with city codes and regulations.

Authorized Agent Signature		Date	
Agents Name (printed)			
Company		Phone #	
Mailing Address (City, State, Zip)			
E-Mail			



2022
PLANNING COMMISSION MEETING CALENDAR
FOR SUBDIVISION PLATS
Council Chambers
6:00 p.m.

Meeting Date (Tuesday unless otherwise noted)	Plat Application Deadline Receipt of Applications MONDAY only between 8 am and NOON deadline	Staff Plat Review Meeting (Completeness Check)	Completeness Notification (Incomplete application will be rejected)
Tuesday, December 7, 2021	Monday, November 8, 2021	Thursday, November 11, 2021	Friday, November 12, 2021
Tuesday, January 4, 2022	Monday, December 6, 2021	Thursday, December 9, 2021	Friday, December 10, 2021
Tuesday, February 1, 2022	Monday, January 3, 2022	Thursday, January 6, 2022	Friday, January 7, 2022
Tuesday, March 1, 2022	Monday, January 31, 2022	Thursday, February 3, 2022	Friday, February 4, 2022
Tuesday, April 5, 2022	Monday, March 7, 2022	Thursday, March 10, 2022	Friday, March 11, 2022
Tuesday, May 3, 2022	Monday, April 4, 2022	Thursday, April 7, 2022	Friday, April 8, 2022
Tuesday, June 7, 2022	Monday, May 9, 2022	Thursday, May 12, 2022	Friday, May 13, 2022
Tuesday, July 5, 2022	Monday, June 6, 2022	Thursday, June 9, 2022	Friday, June 10, 2022
Tuesday, August 2, 2022	¹Tuesday, July 5, 2022	Thursday, July 7, 2022	Friday, July 8, 2022
²Wednesday, September 7, 2022	Monday, August 8, 2022	Thursday, August 11, 2022	Friday, August 12, 2022
³Wednesday, October 5, 2022	⁴Tuesday, September 6, 2022	Thursday, September 8, 2022	Friday, September 9, 2022
Tuesday, November 1, 2022	Monday, October 3, 2022	Thursday, October 6, 2022	Friday, October 7, 2022
Tuesday, December 6, 2022	Monday, November 7, 2022	Thursday, November 10, 2022	Friday, November 11, 2022
Tuesday, January 3, 2023	Monday, December 5, 2022	Thursday, December 8, 2022	Friday, December 9, 2022

¹ Moved from Monday as City Hall is closed for Independence Day 07/04/2022
² Meeting moved from Tuesday to Wednesday due to Budget Meetings on 09/06/2022
³ Meeting moved from Tuesday to Wednesday due to National Night Out 10/04/2022
⁴ Moved from Monday to Tuesday due to City Hall being closed 09/05/2022 for Labor Day
 Wursthfest 11/05/2021-11/14/2021, 2022 dates unknown