



**Planning & Development Services Department**

550 Landa Street  
 New Braunfels, Texas 78130  
 (830) 221-4050 [www.newbraunfels.gov](http://www.newbraunfels.gov)

**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 <sup>1</sup>	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.

*continue to next page*

**Required Attachments:**

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

**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.

I will represent my application before City Staff and/or Planning Commission as the Applicant

**OR**

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			



**2023**  
**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 <b>MONDAY only between 8 am and NOON deadline</b>	Staff Plat Review Meeting (Completeness Check)	Completeness Notification <b>(Incomplete application will be rejected)</b>
Tuesday, December 6, 2022	Monday, November 7, 2022	Thursday, November 10, 2022	Friday, November 11, 2022
<b><sup>1</sup>Wednesday, January 4, 2023</b>	Monday, December 5, 2022	Thursday, December 8, 2022	Friday, December 9, 2022
Tuesday, February 7, 2023	Monday, January 9, 2023	Thursday, January 12, 2023	Friday, January 13, 2023
Tuesday, March 7, 2023	Monday, February 6, 2023	Thursday, February 9, 2023	Friday, February 10, 2023
Tuesday, April 4, 2023	Monday, March 6, 2023	Thursday, March 9, 2023	Friday, March 10, 2023
Tuesday, May 2, 2023	Monday, April 3, 2023	Thursday, April 6, 2023	<b><sup>2</sup>Monday, April 10, 2023</b>
Tuesday, June 6, 2023	Monday, May 8, 2023	Thursday, May 11, 2023	Friday, May 12, 2023
<b><sup>3</sup>Wednesday, July 5, 2023</b>	Monday, June 5, 2023	Thursday, June 8, 2023	Friday, June 9, 2023
Tuesday, August 1, 2023	Monday, July 3, 2023	Thursday, July 6, 2023	Monday, July 10, 2023
<b><sup>4</sup>Wednesday, September 6, 2023</b>	Monday, August 7, 2023	Thursday, August 10, 2023	Friday, August 11, 2023
<b><sup>5</sup>Wednesday, October 4, 2023</b>	<b><sup>6</sup>Tuesday, September 5, 2023</b>	Thursday, September 7, 2023	Friday, September 8, 2023
Tuesday, November 7, 2023	Monday, October 9, 2023	Thursday, October 12, 2023	Friday, October 13, 2023
Tuesday, December 5, 2023	Monday, November 6, 2023	Thursday, November 9, 2023	<b><sup>7</sup>Monday, November 13, 2023</b>
Wednesday, January 3, 2024	Monday, December 4, 2023	Thursday, December 7, 2023	Friday, December 8, 2023

<sup>1</sup> Moved from Tuesday to Wednesday due to City Hall closed for New Year's Day on 1/2/2023  
<sup>2</sup> Moved from Friday to Monday due to City Hall closed for Founder's Day on 4/7/2023  
<sup>3</sup> Meeting moved from Tuesday to Wednesday due to City Hall closed for Independence Day on 7/4/2023  
<sup>4</sup> Meeting moved from Tuesday to Wednesday due to City Hall closed for Labor Day on 9/4/2023  
<sup>5</sup> Moved from Tuesday to Wednesday due to National Night Out on 10/2/2023  
<sup>6</sup> Moved from Monday to Tuesday due to City Hall closed for Labor Day on 9/4/2023  
<sup>7</sup> Moved from Friday to Monday due to City Hall closed for Veteran's Day on 11/10/2022  
 Wurstfest 11/04/2022-11/13/2022, 2023 dates unknown



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

---

### 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.