



**Planning & Development Services Department**  
 550 Landa Street  
 New Braunfels, Texas 78130  
 (830) 221-4050 [www.nbtexas.org](http://www.nbtexas.org)

CC/Cash/Check No.: \_\_\_\_\_  
 Amount Recd.: \$ \_\_\_\_\_  
 Receipt No.: \_\_\_\_\_  
 Case No.: \_\_\_\_\_

*Submittal date – office use only*

### Replat Final Plat Application

**General:**

1	Proposed Subdivision Name, Unit #									
2	Nearest Street Intersection or Address									
3	Total Acreage									
4	Number of Existing Lots									
	Res		Comm.		Park		Drainage		Open Space	
5	Number of Proposed Lots									
	Res		Comm.		Park		Drainage		Open Space	

**Current Subdivision:**

6	Current Subdivision Name, Unit #									
7	Recorded Final Plat Case Number									

**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	

**Floodway:**

13	Floodway - Is any part of the project property within the regulatory floodway?				NO		YES	
14	Floodplain - Is any part of the project property within the regulatory floodplain?				NO		YES	

**Zoning and Land Use:**

15	Current Zoning District									
16	Planned Development District				NO		YES		Ord. No.	
	Planned Development Name						Case Number			
17	Present Use of Property									
18	Proposed Use of Property									
19	Has any portion of the subject property been restricted during the past 5 years to one or two residential units per lot? (zoning or deed restrictions)				NO		YES			
20	If YES, additional public notification is required. Newspaper public notice and mailed notice fees listed below (See #34).									

**Infrastructure:**

21	Existing Utility Service to Property	Water <sup>1</sup>		Wastewater <sup>1</sup>	
22	Public Infrastructure Proposed with Subdivision				
	Water <sup>1</sup>		Wastewater <sup>1</sup>		Streets (pub & prv <sup>t</sup> ) <sup>1</sup>
					Storm water <sup>1</sup>
23	Private	Water Well <sup>1</sup>		Distance in feet to closest public system	
24	Private	On-Site Sewage Facility <sup>1</sup>		Distance in feet to closest public system	
25	Construction plans approved?			NO	YES
26	Date approved and agency?				

**Transportation:**

27	Streets	Public		Private <sup>2</sup>	
28	If private, will streets be gated?			NO	YES
29	TIA Required Per Worksheet (per NBCO Sec. 114-99, Sec. 118-46)			NO	YES <sup>1</sup>
30	TIA Approval Date		TIA Level (if applicable)		

**Waiver(s):** Each waiver request must be submitted as a separate application. See [waiver application](#).

31	Approved waiver(s) associated with this subdivision?	NO	YES
32	If YES, list all approved waiver case numbers		
	Plat section(s) waived		

**Additional:**

30	Are there easements or restrictions recorded by separate document on the property?	NO	YES
	If YES, provide digital copy as an attachment (See #26 in required attachments table page 3)		
31	Is the property subject to any liens, encumbrances, or judgments?	NO	YES
	If YES, provide digital copy as an attachment (See #9 in required attachments table page 3)		

**Pre-Development Meeting:**

32	Was there a pre-development meeting regarding this application?	NO	YES
	If YES, pre-development meeting case number		

**Application Fee Schedule: Fees to Plat**

33	Utilize the <a href="#">Fee Calculation Form</a> online or contact staff prior to submittal – see <a href="#">Subdivision Application Instructions</a>		
	\$1,000.00 = base fee + \$50.00 per acre (\$3,000.00 max)		
	Technology Fee 3% of Application subtotal fee		
34	<b>OTHER FEES THAT APPLY</b> – Invoiced at a later date by City staff (If YES, to #20)		
	Newspaper Notice (per published notice) \$115		
	Mailed Notification (per mailed notice) \$2.15		

**Footnotes:**

<sup>1</sup> Letters of Certification will be required from each utility/jurisdiction as indicated. Samples of each LOC are included in the Subdivision Application Instructions.

<sup>2</sup> Letters Private streets require approval by the Planning Commission as a waiver. See #27/28 above.

**Required Attachments:**

City	Applicant	File ID #	Applicant	Application Reference
			<b>Shaded box indicates the item is ALWAYS required. Otherwise, a YES response on the application makes it required. Application question numbers are referenced to check YES responses.</b>	
		1	USB drive with a digital copy (.pdf) of all documents included in application if submitting in person.	
		2	<b>Project Letter</b>	
		3	<b>Application</b> (completed and signed by owner and agent)	
		4	<b>Deed</b> showing current ownership of entire subject property	
		5	<b>Replat</b>	
		6	<b>Survey</b> (include any existing improvements/structures on subject property)	
		7	<b>Recorded Final Plat</b>	
		8	<a href="#">Parks Letter</a> (completed and signed worksheet)	
		9	<b>Lien Holder(s), Encumbrance, or Judgement Paperwork</b>	31
			<b>Utility &amp; Road Schematic</b>	
		10	Letters of Certificate (LOC):	
		11	<b>LOC - Drainage</b> (Drainage Report acceptance - CoNB Public Works - Engineering)	
		12	<b>LOC - TIA</b> (Traffic Impact Analysis acceptance - CoNB Public Works - Engineering)	29
		13	<b>LOC - Construction Plan</b> (Construction Plan - CoNB Public Works - Engineering)	25
		14	<b>LOC - Water</b> (Utility Provider certification - Water)	21, 22
		15	<b>LOC - Wastewater</b> (Utility Provider certification - Wastewater)	21, 22
		16	<b>LOC - Electric</b> (Utility Provider Certification - NBU electric service only)	
		17	<b>LOC - Well Authorization</b> (From county when in ETJ <u>and</u> LOC from Utility Provider regarding distance to existing infrastructure)	23
		18	<b>LOC - OSSF Authorization</b> - (From county when in ETJ <u>and</u> LOC from Utility Provider regarding distance to existing infrastructure)	24
		19	<b>LOC - TxDOT</b> - (TxDOT District Office)	11
		20	<b>Development Agreement</b>	
		21	<b>Approved Planned Development Standards</b>	16
		22	<b>Detail Plan or Concept Plan</b> (if approved by City Council) for the approved PD	16
		23	<b>Current Deed Restrictions for Townhouse/Zero Lot Line Subdivisions</b> (City does not enforce deed restrictions)	
		24	<b>Easements &amp; Restrictions</b> (Recorded by separate instrument on property)	30
		25	<b>Waiver Approval Letter(s)</b> (Waivers applicable to Subdivision)	14
		26	<b>Fee Calculation Form</b>	34

**Licensed Engineer/Surveyor:**

Licensed Engineer/Surveyor Signature		Date	
Licensed Engineer/Surveyor Name (printed)			
Company		Phone #	
Mailing Address (City, State, Zip)			
E-Mail			

**Property Owner Authorization:**

<p>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.</p> <p>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.</p>			
	I will represent my application before City Staff and/or Planning Commission as the Applicant		
<b><u>OR</u></b>			
	I hereby authorize the person named under Authorized Agent to act as Applicant in processing this application before City Staff and/or Planning Commission.		
Owners Signature		Date	
Owners Name (printed)		Phone #	
Mailing Address (City, State, Zip)			
E-Mail Address			

**Authorized Agent Statement:**

<p><b>Please Note:</b> 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.</p>			
Authorized Agent Signature		Date	
Agents Name (printed)			
Company		Phone #	
Mailing Address (City, State, Zip)			
E-Mail			



**2021  
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 (Incomplete application will be rejected)
Tuesday, December 1, 2020	Monday, November 2, 2020	Thursday, November 5, 2020	Friday, November 6, 2020
Tuesday, January 5, 2021	Monday, December 7, 2020	Thursday, December 10, 2020	Friday, December 11, 2020
Tuesday, February 2, 2021	Monday, January 4, 2020	Thursday, January 7, 2021	Friday, January 8, 2020
Tuesday, March 2, 2021	Monday, February 1, 2021	Thursday, February 4, 2021	Friday, February 5, 2020
Tuesday, April 6, 2021	Monday, March 8, 2021	Thursday, March 11, 2021	Friday, March 12, 2021
Tuesday, May 4, 2021	Monday, April 5, 2021	Thursday, April 8, 2021	Friday, April 9, 2021
Tuesday, June 1, 2021	Monday, May 3, 2021	Thursday, May 6, 2021	Friday, May 7, 2021
Tuesday, July 6, 2021	Monday, June 7, 2021	Thursday, June 10, 2021	Friday, June 11, 2021
Tuesday, August 3, 2021	<b><sup>1</sup>Tuesday, July 6, 2021</b>	Thursday, July 8, 2021	Friday, July 9, 2021
<b><sup>2</sup>Wednesday, September 8, 2021</b>	Monday, August 9, 2021	Thursday, August 12, 2021	Friday, August 13, 2021
<b><sup>3</sup>Wednesday, October 6, 2021</b>	<b><sup>4</sup>Tuesday, September 7, 2021</b>	Thursday, September 9, 2021	Friday, September 10, 2021
Tuesday, November 2, 2021	Monday, October 4, 2021	Thursday, October 7, 2021	Friday, October 8, 2021
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

<sup>1</sup> Moved from Monday as City Hall is closed for Independence Day 07/05/2021  
<sup>2</sup> Meeting moved from Tuesday to Wednesday due to Budget Meetings on 09/07/2021  
<sup>3</sup> Meeting moved from Tuesday to Wednesday due to National Night Out 10/05/2021  
<sup>4</sup> Moved from Monday to Tuesday due to City Hall being closed 09/07/2021 for Labor Day Wurstfest 11/05/2021-11/14/2021