



**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*

### Minor Final Plat Application

**General:**

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

**Boundaries:**

6	City Limits				IN		OUT	
7	County				Comal		Guadalupe	
8	School District		CISD		NBISD		Other	
9	Adjacent TxDOT Roadway <sup>1</sup>		NO		YES	Road Name		
10	Utility District		NBU		GVEC		GBRA	
			Green Valley		Clear Springs		Other	

**Floodway:**

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

**Zoning and Land Use:**

13	Current Zoning District										
14	Planned Development District				NO		YES		Ord. No.		
	Planned Development Name						Case Number				
15	Present Use of Property										
16	Proposed Use of Property										
17	Approved Subdivision Preliminary Plat							NO		YES	
	Preliminary Plat Name					Case Number					
18	Approved Subdivision Master Plan							NO		YES	
	Master Plan Name					Case Number					
	<b>If YES to 17 or 18, this is the wrong application. Use the Final Plat Application.</b>										

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**Infrastructure:**

19	Existing Utility Service to Property	Water <sup>1</sup>		Wastewater <sup>1</sup>	
20	Public Infrastructure Proposed with Subdivision				
	Water <sup>1</sup>		Wastewater <sup>1</sup>		Streets (pub & prvt) <sup>1</sup>
					Storm water <sup>1</sup>
21	Private	Water Well <sup>1</sup>		Distance in feet to closest public system	
	Private	On-Site Sewage Facility <sup>1</sup>		Distance in feet to closest public system	
22	Construction plans approved?			NO	YES
	<b>If YES, this is the wrong application. Use the Final Plat Application.</b>				

**Transportation:**

23	TIA Required Per Worksheet (per NBCO Sec. 114-99, Sec. 118-46)	NO	YES <sup>1</sup>
24	TIA Approval Date	TIA Level (if applicable)	

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

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

**Additional:**

27	Are there easements or restrictions recorded by separate document on the property?	NO	YES
	If YES, provide digital copy as an attachment (See #22 in required attachments table page 3)		
28	Has a final plat been approved for this property, but not recorded?	NO	YES
	If YES, use the Revised Final Plat application form		
29	Is the property subject to any liens, encumbrances, or judgments?	NO	YES
	If YES, provide digital copy as an attachment (See #8 in required attachments table page 3)		

**Pre-Development Meeting:**

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

**Application Fee Schedule: Fees to Plat**

31	Utilize the <a href="#">Fee Calculation Form</a> online or contact staff prior to submittal – see <a href="#">Subdivision Application Instructions</a>
	\$1,250.00 = base fee + \$100.00 per acre (\$2,500.00 max)
	Technology Fee 3% of Application subtotal fee

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**Footnotes:**

<sup>1</sup> Letters of Certification will be required from each utility/jurisdiction as indicated. Samples with Subdivision Application Instructions.

## Required Attachments

City	Applicant	File ID #	Attachment	Application Reference
			<b>Shaded box indicates the item is ALWAYS required.</b> <b>Otherwise, a YES response on the application makes it required.</b> <b>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>Minor Final Plat</b>	
		6	<b>Survey</b> (include any existing improvements/structures on subject property)	
		7	<b>Parks Letter</b> (completed and signed worksheet)	
		8	<b>Lien Holder(s), Encumbrance, or Judgement</b> Paperwork	27
		9	<b>Utility &amp; Road Schematic</b>	
			Letters of Certificate (LOC):	
		10	<b>LOC – Drainage</b> (Drainage Report acceptance – CoNB Public Works – Engineering)	
		11	<b>LOC – TIA</b> (Traffic Impact Analysis acceptance – CoNB Public Works – Engineering)	23
		12	<b>LOC – Water</b> (Utility Provider certification – Water)	19, 20
		13	<b>LOC - Wastewater</b> (Utility Provider certification – Wastewater)	19, 20
		14	<b>LOC – Electric</b> (Utility Provider Certification – NBU electric service only)	
		15	<b>LOC – Well Authorization</b> (From county when in ETJ and LOC from Utility Provider regarding distance to existing infrastructure)	19
		16	<b>LOC – OSSF Authorization</b> – (From county when in ETJ and LOC from Utility Provider regarding distance to existing infrastructure)	19
		17	<b>LOC – TxDOT</b> – (TxDOT District Office)	9
		18	<b>Development Agreement</b>	
		19	<b>Standards for the Approved PD</b>	14
		20	<b>Detail Plan</b> or <b>Concept Plan</b> (if approved by City Council) for the approved PD	14
		21	<b>Current Deed Restrictions for Townhouse/Zero Lot Line Subdivisions</b> (City does not enforce deed restrictions)	
		22	<b>Easements &amp; Restrictions Recorded by</b>	29
		23	<b>Waiver Approval Letter(s)</b> (Waivers applicable to Subdivision)	25
		24	<b>Fee Calculation Form</b>	31

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**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:**

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 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:**

**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			



**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