



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.: FP _____ - _____
<i>Submittal date – office use only</i>

Minor (Final) Plat Application

1 **Proposed Subdivision Name, Unit #** _____

2 Nearest Street Intersection: _____

3 Total Acreage: _____

4 Proposed land use (acreage): ___ Res. ___ Com. ___ Park ___ Drainage ___ Open Space

5 Number of proposed lots: ___ Res. ___ Com. ___ Park ___ Drainage ___ Open Space

Boundaries:

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

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

13 Current Zoning District _____

14 Planned Development District

NO	YES	Ordinance No.	
Name:		Date Apprvd.	

15 Present Use of Property: _____

16 Proposed Use of Property: _____

17 Approved Subdivision Preliminary Plat

NO	YES	Name & Date Apprvd	
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18 Approved Master Plan

NO	YES	Name & Date Apprvd	
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If YES to 17 or 18, this is the wrong application. Use the Final Plat Application

Infrastructure:

19	Existing utility service to property:	Water ¹	Wastewater ¹		
20	Public Infrastructure proposed with subdivision ² :	Water ¹	Wastewater ¹	Streets ¹ (pub & prvt)	Storm water ¹
21	Private:	Water Well ¹	Distance in feet to closest public system		

22 Private:

Onsite Sewage System ¹	Distance in feet to closest public system	
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23 Construction plans approved?

NO	YES
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24 **If YES, this is the wrong application. Use the Final Plat Application.**

25 Traffic Impact Analysis required per NBCO Sec. 114-99, Sec. 118-46.

TIA Report required per worksheet	NO	YES ¹
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26 TIA approval date:

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Additional

27

Waiver(s) requested – include Plat Code Section	Provide written justification for each waiver in compliance with NBCO Sec. 118-11 in separate document. Planning Commission is the decision-making body for waiver requests.

28 Are there easements or restrictions recorded by separate document on the property?

NO	YES
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If YES, provide copies of each document in addition to showing on the plat.

29 Has a final plat been approved for this property, but not recorded?

NO	YES
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If YES, use the Revised Final Plat application form.

30 Is the property subject to any liens, encumbrances, or judgments?

NO	YES
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If YES, provide details on a separate sheet. Permission from any lien holder(s) and/or removal of any encumbrances or judgments will be necessary prior to filing of a plat with the County Clerk’s office.

Licensed Engineer/Surveyor: _____

Company: _____

Mailing Address: _____

Telephone: _____ Email: _____

APPLICATION FEE SCHEDULE

Utilize Fee Calculation Form online or contact staff prior to submittal – see Subdivision Application Instructions

FEE TO PLAT	OTHER FEES THAT APPLY:
\$1,250 base fee + \$100 per acre (\$2,500 max)	Sidewalk Waivers \$300.00
	Plat Variance / Waiver \$150.00 each
	Technology Fee 3% of Application subtotal fee

Footnotes:

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

² If new public infrastructure is necessary as part of the proposed subdivision, this is not the correct application. Speak to City Staff.

Required Attachments

City	Applicant	File ID #	Attachment	Application Reference Number
			Shaded box indicates the item is ALWAYS required. Otherwise, a YES response on the application makes it required.	
		1	1 USB drive with a digital copy (.pdf) of all documents included in application (
		2	14 copies of Project letter	
		3	14 double-sided copies of completed & signed application (owner and agent)	
		4	Copy of deed(s) showing current ownership of entire subject property	
		5	14 copies of final plat	
		6	1 copy of survey (include any existing improvements/structures on subject property)	
		7	1 copy of completed and signed online parks proposal letter & worksheet	
		8	Lien holder(s), encumbrance, or judgement paperwork	30
		9	1 copy of utility and road schematic	
			Letters of Certification (LOC) with attachments:	
		10	Drainage Report acceptance – New Braunfels Public Works – Engineering	
		11	Traffic Impact Analysis acceptance – New Braunfels Public Works – Engineering	25
		12	Utility Provider certification – Water	19
		13	Utility Provider certification – Wastewater	19
		14	Well Authorization – From county in ETJ <u>and</u> LOC LOC from Utility Provider regarding distance to existing infrastructure	21
		15	OSSF Authorization – County in ETJ in addition to LOC from Utility Provider regarding distance to existing infrastructure	22
		16	TxDOT – District Office	9
		17	1 copy of approved Development Agreement	
		18	1 copy of the standards for the approved PD	14
		19	1 copy of the detail plan (or concept plan approved by City Council) for the approved PD	14
		20	1 copy of current deed restrictions for Townhouse/Zero Lot Line Subdivisions (<i>City does not enforce deed restrictions</i>):	
		21	1 copy of Easements/Restrictions recorded by separate instrument on property	28
		22	3 copies of written justification for each requested waiver – can be one document	27
		23	1 copy of completed Fee Calculation Form AND Total Application Fee	31



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.

Signature Date

Name (printed) Phone Cell

Address City State Zip

Email 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 Name: _____

Company: _____

Mailing Address City State Zip

Phone Cell Email Address

Authorized Agent Signature Date



PLANNING

**2020
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	Staff Plat Review Meeting (Completeness Check)	Completeness Notification (Incomplete application will be rejected)
Tuesday, December 3, 2019	Monday, November 4, 2019	Thursday, November 7, 2019	Friday, November 8, 2019
Tuesday, January 7, 2020	Monday, December 9, 2019	Thursday, December 12, 2019	Friday, December 13, 2019
Tuesday, February 4, 2020	Monday, January 6, 2020	Thursday, January 9, 2020	Friday, January 10, 2020
Tuesday, March 3, 2020	Monday, February 3, 2020	Thursday, February 6, 2020	Friday, February 7, 2020
Tuesday, April 7, 2020	Monday, March 9, 2020	Thursday, March 12, 2020	Friday, March 13, 2020
Tuesday, May 5, 2020	Monday, April 6, 2020	Thursday, April 9, 2020	¹Thursday, April 9, 2020
Tuesday, June 2, 2020	Monday, May 4, 2020	Thursday, May 7, 2020	Friday, May 8, 2020
Tuesday, July 7, 2020	Monday, June 8, 2020	Thursday, June 11, 2020	Friday, June 12, 2020
Tuesday, August 4, 2020	Monday, July 6, 2020	Thursday, July 9, 2020	Friday, July 10, 2020
²Wednesday, September 2, 2020	Monday, August 3, 2020	Thursday, August 6, 2020	Friday, August 7, 2020
³Wednesday, October 7, 2020	⁴Tuesday, September 8, 2020	Thursday, September 10, 2020	Friday, September 11, 2020
⁵Wednesday, November 4, 2020	Monday, October 5, 2020	Thursday, October 8, 2020	Friday, October 9, 2020
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

1 Moved from Friday to Thursday due to City Hall being closed 09/10/2020 for Founder's Day

2 Meeting moved from Tuesday to Wednesday due to Budget Meetings on 09/01/2020

3 Meeting moved from Tuesday to Wednesday due to National Night Out 10/06/2020

4 Moved from Monday to Tuesday due to City Hall being closed 09/07/2020 for Labor Day

5 Meeting moved from Tuesday to Wednesday due to National Election 11/03/2020 (Wurstfest 11/03/2020 to 11/15/2020)