



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

Master Plan Application

General:

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

Infrastructure:

17	Existing Utility Service to Property				Water ¹		Wastewater ¹			
18	Public Infrastructure Proposed with Subdivision									
	Water ¹		Wastewater ¹		Streets (pub & prv ^t) ¹			Storm water ¹		
19	Private		Water Well ¹		Distance in feet to closest public system					
	Private		On-Site Sewage Facility ¹		Distance in feet to closest public system					

Transportation:

20	Streets	Public		Private ²	
21	If private, will streets be gated?		NO		YES
22	TIA Required Per Worksheet (per NBCO Sec. 114-99, Sec. 118-46)		NO		YES ¹
23	TIA Approval Date		TIA Level (if applicable)		

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

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

Additional:

26	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:

27	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

28	Utilize the Fee Calculation Form online or contact staff prior to submittal – see Subdivision Application Instructions
	\$1,000.00 = base fee + \$50.00 per acre (\$2,500.00 max)
	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 Letters Private streets require approval by the Planning Commission as a waiver. See #20/21 above.

Required Attachments:

City	Applicant	File ID #	Attachment	Application Reference
			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.	
		1	USB drive with a digital copy (.pdf) of all documents included in application if submitting in person.	
		2	Project Letter	
		3	Application (completed and signed by owner and agent)	
		4	Deed showing current ownership of entire subject property	
		5	Master Plan	
		6	Survey (include any existing improvements/structures on subject property)	
		7	Parks Letter (completed and signed worksheet)	
		8	Lien Holder(s), Encumbrance, or Judgement Paperwork	26
		9	Utility & Road Schematic	
			Letters of Certificate (LOC):	
		10	LOC - Drainage (Drainage Report acceptance – CoNB Public Works – Engineering)	
		11	LOC - TIA (Traffic Impact Analysis acceptance – CoNB Public Works – Engineering)	22
		12	LOC - Water (Utility Provider certification – Water)	18, 19
		13	LOC - Wastewater (Utility Provider certification – Wastewater)	18, 19
		14	LOC - Electric (Utility Provider Certification – NBU electric service only)	
		15	LOC - Well Authorization (From county when in ETJ and LOC from Utility Provider regarding distance to existing infrastructure)	19
		16	LOC - OSSF Authorization – (From county when in ETJ and LOC from Utility Provider regarding distance to existing infrastructure)	19
		17	LOC - TxDOT – (TxDOT District Office)	9
		18	Development Agreement	
		19	Standards for the Approved PD	14
		20	Detail Plan or Concept Plan (if approved by City Council) for the approved PD	14
		21	Current Deed Restrictions for Townhouse/Zero Lot Line Subdivisions (City does not enforce deed restrictions)	
		22	Gated Plan Sheet (must illustrate compliance with standards)	20, 21
		23	Street Name Approval Letter(s) (when new street right-of-way is proposed)	
		24	Waiver Approval Letter(s) (Waivers applicable to Subdivision)	24
		25	Fee Calculation Form	28

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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:

<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		
<u>OR</u>			
	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>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.</p>			
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
 Wurstfest 11/05/2021-11/14/2021, 2022 dates unknown