



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

Master Plan Application

1 **Proposed Subdivision Name** _____

2 Nearest Street Intersection: _____

3 Total Acreage: _____

4 Proposed land use (acreage): ___ Res. ___ Com. ___ Park ___ Drainage ___ Open Space
 Quantity of maximum proposed lots: ___ Res. ___ Com.

Boundaries:

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

10 Floodway - Is any part of the project property within the regulatory floodway?

NO		YES	
----	--	-----	--

11 Floodplain - Is any part of the project property within the regulatory floodplain?

NO		YES	
----	--	-----	--

12 Current Zoning District _____

13 Planned Development District

NO		YES		Ordinance No.	
Name:				Date Apprvd.	

14 Present Use of Property: _____

15 Proposed Use of Property: _____

Infrastructure:

16	Existing utility service to property:	Water ¹		Wastewater ¹			
17	Public Infrastructure proposed with subdivision:	Water ¹		Wastewater ¹	Streets ¹ (pub & prvt)		Storm water ¹
18	Private:	Water Well ¹		Distance in feet to closest public system			
19	Private:	Onsite Sewage Facility ¹		Distance in feet to closest public system			

Transportation

20	Streets:	Public	Private ²			
21			Gated	NO	YES	
22	Traffic Impact Analysis required per NBCO Sec. 114-99, Sec. 118-46.	TIA required per worksheet	NO	YES ¹		

Additional

23	Waiver(s) requested – include Plat Code Section	Provide written justification for each waiver in compliance with NBCO Sec. 118-11 in separate document.		
24	Is the property subject to any liens, encumbrances, or judgments?	NO	YES	
	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:** _____

25 **APPLICATION FEE SCHEDULE**
Utilize Fee Calculation Form online or contact staff prior to submittal – see Subdivision Application Instructions

MASTER PLAN	OTHER FEES THAT APPLY:
\$1,000 base fee + \$50 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 Private streets require approval by the Planning Commission through a waiver. See #23 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.	
		1	1 USB drive with a digital copy(.pdf) of all documents included in application	
		2	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 master plan	
		6	1 copy of survey (show 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	24
		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	22
		12	Utility Provider certification – Water	16, 17
		13	Utility Provider certification – Wastewater	16, 17
		14	Well Authorization – From county when in ETJ <u>and</u> LOC from Utility Provider regarding distance to existing infrastructure	18
		15	OSSF Authorization – From county when in ETJ <u>and</u> LOC from Utility Provider regarding distance to existing infrastructure	19
		16	TxDOT – District Office	8
		17	1 copy of approved Development Agreement	
		18	1 copy of the standards for the approved PD	13
		19	1 copy of the detail plan (or concept plan approved by City Council) for the approved PD	13
		20	1 copy of current deed restrictions for Townhouse/Zero Lot Line Subdivisions (<i>City does not enforce deed restrictions</i>):	
		21	3 copies of written justification for each requested waiver – can be one document	23
		22	3 copies of gated plan sheet illustrating compliance with standards	20, 21
		23	1 copy of street name Approval Letter(s) – if available	
		24	1 copy of completed Fee Calculation Form and Total Application Fee	25



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

**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)