



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

Preliminary Plat Application

1 **Proposed Subdivision Name** _____

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

NO		YES	
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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 Master Plan

NO		YES		Name & Date	
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Infrastructure:

18	Existing utility service to property:	Water ¹		Wastewater ¹			
19	Public Infrastructure proposed with subdivision:	Water ¹		Wastewater ¹		Streets ¹ (pub & prvt)	Storm water ¹
20	Private:	Water Well ¹		Distance in feet to closest public system			
21	Private:	Onsite Sewage Facility ¹		Distance in feet to closest public system			
22	Construction plans approved?	NO		YES		Agency & Date:	

Transportation

24 Streets:

Public	Private ²	
	Gated	NO

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

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

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Additional

28	Waiver(s) approved with Master Plan	As specified in the approval letter
29	Waiver(s) requested – include Plat Code Section	Provide written justification for each waiver in compliance with NBCO Sec. 118-11 in separate document.

30 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.

31 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:
\$1,000 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 #28/29 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	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 preliminary plat	
		6	3 copies 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	31
		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	26
		12	Utility Provider certification – Water	18, 19
		13	Utility Provider certification – Wastewater	18, 19
		14	Well Authorization – From county when in ETJ <u>and</u> LOC from Utility Provider regarding distance to existing infrastructure	20
		15	OSSF Authorization – From county in ETJ <u>and</u> LOC from Utility Provider regarding distance to existing wastewater infrastructure	21
		16	TxDOT – District Office	9
		17	1 copy of approved Development Agreement	
		18	3 copies of approved master plan	17
		19	3 copies of master plan approval letter	17
		20	1 copy of the standards for the approved PD	14
		21	1 copy of the detail plan (or concept plan approved by City Council) for the approved PD	14
		22	1 copy of current deed restrictions for Townhouse/Zero Lot Line Subdivisions (<i>City does not enforce deed restrictions</i>):	
		23	3 copies of written justification for each waiver requested – can be one document	28
		24	1 copy of Easements/Restrictions recorded by separate instrument on property	30
		25	3 copies of gated plan sheet illustrating compliance with standards	24, 25
		26	1 copy of street name Approval Letter(s) (<i>when new street right-of-way is proposed</i>)	
		27	1 copy of completed Fee Calculation Form AND Total Application Fee	32



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)