



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.: _____

Submittal date – office use only

Preliminary 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 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										
17	Approved Subdivision Master Plan							NO		YES	
	Master Plan Name					Case Number					

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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 (pub & prv ^t) ¹
					Storm water ¹
20	Private	Water Well ¹		Distance in feet to closest public system	
	Private	On-Site Sewage Facility ¹		Distance in feet to closest public system	
21	Construction plans approved?			NO	YES
21	Date approved and agency?				

Transportation:

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

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

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

Additional:

29	Are there easements or restrictions recorded by separate document on the property?	NO	YES	
	If YES, provide digital copy as an attachment (See #25 in required attachments table page 3)			
30	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:

31	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

32	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

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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 #23/24 above.

Required Attachments:

City	Applicant	File ID #	Attachment	Application Reference
		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	Preliminary Plat	
		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	30
		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)	25
		12	LOC – Construction Plan (Construction Plan – CoNB Public Works – Engineering)	21
		13	LOC – Water (Utility Provider certification – Water)	18, 19
		14	LOC - Wastewater (Utility Provider certification – Wastewater)	18, 19
		15	LOC – Electric (Utility Provider Certification – NBU electric service only)	
		16	LOC – Well Authorization (From county when in ETJ and LOC from Utility Provider regarding distance to existing infrastructure)	20
		17	LOC – OSSF Authorization – (From county when in ETJ and LOC from Utility Provider regarding distance to existing infrastructure)	20
		18	LOC – TxDOT – (TxDOT District Office)	9
		19	Development Agreement	
		20	Approved Master Plan	17
		21	Master Plan Approval Letter	17
		22	Standards for the Approved PD	14
		23	Detail Plan or Concept Plan (if approved by City Council) for the approved PD	14
		24	Current Deed Restrictions for Townhouse/Zero Lot Line Subdivisions (City does not enforce deed restrictions)	
		25	Easements & Restrictions (Recorded by separate instrument on property)	29
		26	Gated Plan Sheet (must illustrate compliance with standards)	24, 25
		27	Street Name Approval Letter(s) (when new street right-of-way is proposed)	
		28	Waiver Approval Letter(s) (Waivers applicable to Subdivision)	27
		29	Fee Calculation Form	32

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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>			
<input type="checkbox"/> I will represent my application before City Staff and/or Planning Commission as the Applicant			
<u>OR</u>			
<input type="checkbox"/> 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			



**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 MONDAY only between 8 am and NOON deadline	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	¹Tuesday, July 6, 2021	Thursday, July 8, 2021	Friday, July 9, 2021
²Wednesday, September 8, 2021	Monday, August 9, 2021	Thursday, August 12, 2021	Friday, August 13, 2021
³Wednesday, October 6, 2021	⁴Tuesday, September 7, 2021	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

¹ Moved from Monday as City Hall is closed for Independence Day 07/05/2021
² Meeting moved from Tuesday to Wednesday due to Budget Meetings on 09/07/2021
³ Meeting moved from Tuesday to Wednesday due to National Night Out 10/05/2021
⁴ Moved from Monday to Tuesday due to City Hall being closed 09/07/2021 for Labor Day
 Wurstfest 11/05/2021-11/14/2021