

# Subdivision Application Instructions

- A predevelopment meeting during preliminary design of the project is highly recommended. Schedule one [here](#).
- Provide the submittal package to Planning Division Staff at the Planning and Development Services counter in City Hall.
- **Submittals are due between the hours of 8:00 a.m. and 12:00 p.m. (noon) on the subdivision submittal date. See [schedule](#). Early and late submittals will not be accepted.**
- Use the current application located on the City's website ([Applications](#)). Non-current applications are considered expired and will not be accepted.
- **Incomplete, incorrect, expired or late applications cannot be accepted for review.**
- If the property owner is not able to sign the application, the authorization letter **MUST** contain ALL of the information indicated in the **Property Owner Authorization** on the application. [See sample Owner Authorization Letter](#) attached.
- **Fees** – utilize the Fee Calculation Form [online](#) to calculate the applicable fee or [contact staff](#). Print complete form and submit with the application submittal. Please [contact staff](#) to determine Mailed Notification fee for residential replats.
- Letters of Certification (LOC) must be obtained from the indicated agencies/departments and submitted with the application submittal. LOCs must include associated documentation/exhibits approved with the certification. See [sample LOCs](#).
- **All materials identified as Required Attachments on the application form must be included with the application submittal.**
- Submittal items shall be grouped together by line item with plans labeled as specified on the with the File ID #, i.e. 5 Master Plan, and in the order indicated on the application. **Labels must be visible.**
- Leave no blanks on application and place a check mark on each line item under Required Attachments if you have supplied that information or document. Indicate with N/A if the item does not apply to your subdivision. Incorrect use of N/A will be cause for rejection of the application. If there are any questions regarding subdivision regulations, the applicant should consult the source law. City ordinances can be obtained from the City of New Braunfels website. [Code of Ordinances](#)
- Project Letters. See detailed explanation of what to include by application type on Page 2.
- All plans must be folded to the size specified below with document type **and** subdivision name clearly visible. Simple fold, no accordion folds:
  - Master Plan: 9" X 12"
  - Plats (preliminary, final, replat, etc.): 8 ½" X 9"
- Digital copies shall be submitted on a USB drive. No DVDs or CDs will be accepted. USB drives can be retrieved upon successful submittal. Documents on USB drive shall comply with the sizing and labeling (File ID #) indicated under USB Drive Standards on Page 2.
- A technical completeness check of the submittal package will be performed after the submittal package is received. Applications will be returned for failure to comply with the technical requirements relating to the form and content of the permit application. Notification of completeness status will be emailed to the Applicant by close of business the Friday after the deadline.

**Project Letter** – in one page or less, explain the proposed project. To include:

- Master Plan: acreage; land uses and lot types; detail of the location (Example: *Approximately 500 feet East of Main St. and Express Way intersection, on south side*); specify requested waivers; specify how phasing will facilitate the proposed development; describe what public infrastructure will be constructed and within what phase; if park land and/or open space is proposed describe how it will be integrated and used; and, signed by owner or authorized agent.
- Preliminary Plat: acreage; number of lots by land use; detail of the location (Example: *Approximately 500 feet East of Main St. and Express Way intersection, on south side*); specify how the proposed preliminary plat facilitates the approved master plan; specify requested waivers; describe public improvements and when/how they will be constructed by included phases (final plats); specify details regarding proposed parkland and/or open space; and, signed by owner or authorized agent.
- Final Plat: acreage; number of lots by land use; detail of the location (Example: *Approximately 500 feet East of Main St. and Express Way intersection, on south side*); specify requested waivers; describe public improvements; specify other improvements, onsite or offsite, that will be constructed with the proposed project; and, signed by owner or authorized agent.
- Revised Final Plat; acreage; number of lots by land use; detail of the location (Example: *Approximately 500 feet East of Main St. and Express Way intersection, on south side*); specify how the proposed final plat differs from the previously approved final plat; specify requested waivers; describe public improvements; specify other improvements, onsite or offsite, that will be constructed with the proposed project; and, signed by owner or authorized agent.
- All remaining final plat types: acreage; number of lots by land use; detail of the location (Example: *Approximately 500 feet East of Main St. and Express Way intersection, on south side*); specify requested waivers; describe purpose of the plat; and, signed by owner or authorized agent.

### **USB Drive Standards**

All documents submitted on the USB drive shall comply with the following standards:

- Minimum resolution of 300 dpi.
- All files/documents shall be in PDF format.
- Multiple page documents shall be saved as one PDF.
- Each document shall be “flattened.”
- The name of each document on the USB drive shall begin with the File ID # number indicated on the Required Attachments table of the application. This ensures the documents will be in the same order on every USB drive. Following the File ID #, state the document name and the date indicated on the document (year month day). Samples:

2 Project letter 2019 10 07

3 Application 2019 10 07

4 Deed *recording # 2001 04 18*

4 Deed *recording # 2018 12 01 (for each recorded deed associated with subject property)*

5 Master Plan 2019 10 07

6 Survey 2019 06 10

7 Parks proposal letter and worksheet 2019 10 07

9 TIA Worksheet 2019 06 04

22 Waiver street frontage 2019 10 07

22 Waiver block length 2019 10 07

23 access easement *document # 2019 05 30 (for each document referenced on plan/plat)*

**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 <b>MONDAY only between 8 am and NOON</b>	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	<b><sup>1</sup>Thursday, April 9, 2020</b>
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
<b><sup>2</sup>Wednesday, September 2, 2020</b>	Monday, August 3, 2020	Thursday, August 6, 2020	Friday, August 7, 2020
<b><sup>3</sup>Wednesday, October 7, 2020</b>	<b><sup>4</sup>Tuesday, September 8, 2020</b>	Thursday, September 10, 2020	Friday, September 11, 2020
<b><sup>5</sup>Wednesday, November 4, 2020</b>	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

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

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

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

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

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

## Property Owner Authorization

Proposed Subdivision: \_\_\_\_\_

Acreage: \_\_\_\_\_

As the property owner of the property described in the deed for the land included within the Proposed Subdivision, I hereby authorize the person named under Authorized Agent to act on my behalf, as Applicant, in processing subdivision applications before City Staff and/or Planning Commission

I also 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 \_\_\_\_\_ application and related checklist(s), and hereby confirm all required materials demonstrating compliance with city codes and regulations will be submitted by the Authorized Agent.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Name (printed) Phone Cell

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
Email Address

**Authorized Agent Name:** \_\_\_\_\_

Company: \_\_\_\_\_

\_\_\_\_\_  
Mailing Address City State Zip

\_\_\_\_\_  
Phone Cell Email Address

Sample LOCs  
**TxDOT Certification**

The proposed subdivision, \_\_\_\_\_, is located adjacent a TxDOT roadway(s). Signature on this document certifies the district office for TxDOT has reviewed the proposed subdivision and has confirmed its compliance with TxDOT regulations and has no objection to access or drainage.

Subdivision: \_\_\_\_\_

Total acreage: \_\_\_\_\_

Residential Lots: \_\_\_\_\_ Commercial Acreage: \_\_\_\_\_

TxDOT Roadway(s): \_\_\_\_\_  
\_\_\_\_\_

Circle one

No Yes: The proposed subdivision will be limited to \_\_\_\_ access points onto \_\_\_\_\_ and \_\_\_\_ access points onto \_\_\_\_\_.

No Yes: A 1-foot non-access easement will be required along \_\_\_\_\_.

No Yes: TxDOT has reviewed and accepted the TIA for the proposed subdivision.

No Yes: Conditions of approval are attached. A reduced copy of the approved plan/plat is attached.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

## Utility Certification

The proposed subdivision, \_\_\_\_\_, is located within the CCN of \_\_\_\_\_ (utility provider) for the provision of \_\_\_\_\_ (service type).  
Signature on this document certifies that \_\_\_\_\_ (utility provider) has the means and capacity of serving the proposed subdivision for the following use:

\_\_\_\_ residential units

\_\_\_\_ (square feet/acreage/LUEs) for \_\_\_\_\_ nonresidential use

Subdivision: \_\_\_\_\_

Total acreage: \_\_\_\_\_

Residential Lots: \_\_\_\_\_ Commercial Acreage: \_\_\_\_\_

Circle one

No Yes The proposed subdivision will be required to extend utilities, water/wastewater, to the proposed project.

The nearest water connection: \_\_\_\_\_ (line size) located \_\_\_\_\_ (feet or miles) from the subject property.

The nearest wastewater connection: \_\_\_\_\_ (line size) located \_\_\_\_\_ (feet or miles) from the subject property.

No Yes The proposed subdivision will be required to extend utilities throughout the proposed subdivision.

No Yes The proposed subdivision will be required to upsize \_\_\_\_\_ utility as specified... (here or in an attached document).

No Yes The proposed subdivision will be required to extend utilities to provide access to adjacent development. Provide details regarding utility, size and location requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

## Water Well Certification

The proposed subdivision, \_\_\_\_\_, is located outside the CCN of a utility provider for the provision of public water. Signature on this document certifies that Comal/Guadalupe County has confirmed the proposed subdivision meets the governing regulations to obtain individual well permits for:

\_\_\_\_ residential units

\_\_\_\_ (square feet/acreage/LUEs) for \_\_\_\_\_ nonresidential use

Subdivision: \_\_\_\_\_

Total acreage: \_\_\_\_\_

Residential Lots: \_\_\_\_\_ Commercial Acreage: \_\_\_\_\_

Circle one

No    Yes: Conditions of approval are attached. A reduced copy of the approved plan/plat is attached.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

## Onsite Sanitary Sewage Facility (OSSF) Certification

The proposed subdivision, \_\_\_\_\_, is located outside the CCN of a utility provider for the provision of public wastewater. Signature on this document certifies that Comal/Guadalupe County has confirmed the proposed subdivision meets the governing regulations to obtain individual onsite sewage facility permits for:

\_\_\_\_ residential units

\_\_\_\_ (square feet/acreage/LUEs) for \_\_\_\_\_ nonresidential use

Subdivision: \_\_\_\_\_

Total acreage: \_\_\_\_\_

Residential Lots: \_\_\_\_\_ Commercial Acreage: \_\_\_\_\_

Circle one

No Yes: Conditions of approval are attached. A reduced copy of the approved plan/plat is attached.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone