

**Plat Review Checklist – City of New Braunfels**

Planning Case No.		Plat Name:	
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**Replats, Amending & Minor plats shall meet all the requirements for a final plat.**

Review		Form and Contents (Sec. 118-24 and 118-29) Preliminary and all Final Plats
Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Sheets 18" wide and 24" long with border of not less than ½" on all sides.
<input type="checkbox"/>	<input type="checkbox"/>	Scale not less than 1" = 100'.
<input type="checkbox"/>	<input type="checkbox"/>	Index sheet showing entire subdivision when more than one sheet is necessary.
<input type="checkbox"/>	<input type="checkbox"/>	Location map with subdivision boundaries, major streets, north arrow, and city limits/ETJ.
<input type="checkbox"/>	<input type="checkbox"/>	Names and addresses of applicant, record title owner, engineer and/or surveyor.
<input type="checkbox"/>	<input type="checkbox"/>	Proposed name of subdivision. Shall not have the same spelling or be pronounced similar to the name of any other subdivision with the city or ETJ unless contiguous and represents an additional installment of the original subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	Names of contiguous subdivisions and the owners of contiguous parcels of un-subdivided land, and an indication of whether or not contiguous properties are platted.
<input type="checkbox"/>	<input type="checkbox"/>	Locations of contiguous lots, blocks, streets, easements, rights-of-way, parks and public facilities.
<input type="checkbox"/>	<input type="checkbox"/>	Subdivision boundary lines indicated by heavy lines and computed acreage of the subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Preliminary Plat</b> Exact location, dimensions, name and description of all existing or recorded streets, alleys, drainage structures, reservations, easements or public rights-of-way within the subdivision, intersection or contiguous with its boundaries or forming such boundaries.</p> <p><b>Final Plat</b> The exact location, dimensions, name and description of all existing or recorded streets, alleys, reservations, easements or public rights-of-way within the subdivision, intersecting or contiguous with its boundary or forming such boundary, with accurate dimensions bearing or deflecting angles and radii, area and central angle, degree of curvature, tangent distance and length of all curves where appropriate.</p>
<input type="checkbox"/>	<input type="checkbox"/>	Exact location, dimensions, description and name of all existing or recorded residential lots, parks, public areas and significant sites within or contiguous with the subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Preliminary Plat</b> Location, dimensions, description and name of all proposed streets, alleys, parks, public areas, reservations, easements or rights-of-way, blocks and lots.</p> <p><b>Final Plat</b> The exact location, dimensions, description and name of all proposed streets, alleys, centerlines of streets and alleys, drainage easements, parks, public areas, reservations, easements or rights-of-way, perimeter street right-of-way, blocks, lots and significant sites within the subdivision, with accurate dimensions bearing or deflecting angles and radii, area and central angles, degree of curvature, tangent distance and length of all curves where appropriate.</p>

<input type="checkbox"/>	<input type="checkbox"/>	Date of preparation, scale of plat, and north arrow.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Preliminary Plat (not required with Final Plat)</b> Topographic information including 5-foot contours with a slope of 2 percent or more, and 2-foot contours with a slope of less than 2 percent.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Preliminary Plat (not required with Final Plat)</b> Location of city limits, outer border of ETJ, and zoning boundaries if they traverse or form part of or are contiguous to the boundary of the subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Preliminary Plat (not required with Final Plat)</b> Proposed land use and density by lot.
<input type="checkbox"/>	<input type="checkbox"/>	A number or letter to identify each lot or site and each block.
<input type="checkbox"/>	<input type="checkbox"/>	Any setback lines that are proposed to vary with the zoning ordinance. <i>(N/A outside city limits)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Additional information as may be required by state law, planning commission, planning director, or city engineer. <i>(None at this time)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Land subject to any special flood hazard zone.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Final Plat</b> An accurate boundary survey of the property with bearings and distances referenced to a known monument showing pertinent data concerning property immediately adjacent in dashed lines.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Final Plat</b> Location and description of monuments which shall be placed at each corner of the boundary survey of the subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Final Plat</b> Lot numbers, block numbers, and the square footage of all lots other than rectangular shaped lots or a statement that all lots meet the required minimum square footages. <i>(based on zoning – in city limits only)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Compliance with Chapter 118, Article IV - Design Standards ( <u><i>see Subdivision Design Standards Review Checklist</i></u> )

Review		Replatting (Sec. 118-34)
Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	The title shall identify the document as a "Final Plat" of the "_____ Addition, Block _____, Lot(s) _____, being a Replat of Block _____, Lot(s) _____ of the _____ Addition, an addition to the City of New Braunfels, Texas, as recorded in Volume _____, Page _____ of the Plat Records of _____ County, Texas".
<input type="checkbox"/>	<input type="checkbox"/>	The replat shall bear a detailed "purpose for replat" statement which describes exactly what has been changed on the plat since the original (or previous) plat was approved by the city and filed at the county.
<input type="checkbox"/>	<input type="checkbox"/>	Residential replat – property was restricted to residential use for not more than two dwelling units per lot by zoning or deed. Public notice required.

Review		Amending Plats (Sec. 118-35)
Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	The amended plat shall be entitled and clearly state that it is an "amended plat", and it shall include a detailed "purpose for amended plat" statement which describes exactly what has been changed on the plat since the original (or previous) plat was approved by the city and filed at the applicable county.
<input type="checkbox"/>	<input type="checkbox"/>	It shall state the specific lots affected or changed as a result of the amended plat and shall include the original subdivision plat boundary.
<input type="checkbox"/>	<input type="checkbox"/>	All references to "final plat" or "replat" shall be removed.

Review		Minor Plats (Sec. 118-36)
Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	A minor plat is defined as follows: a subdivision or development plat resulting in four or fewer lots does not create any new street nor necessitate the extension of any municipal facilities, except sidewalks, to serve any lot within the subdivision all lots shall already be adequately served by all required city utilities all lots shall have frontage on a public roadway
<input type="checkbox"/>	<input type="checkbox"/>	The minor plat shall be entitled and clearly state that it is a "minor plat."

Review		Certificates and Statements (Sec. 118-30)
Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	KNOW ALL MEN BY THESE PRESENTS: I, the undersigned _____, a Registered Professional Land Surveyor in the State of Texas, hereby certify that this plat is true and correctly made under my supervision and in compliance with City and State survey regulations and laws and made on the ground and that the corner monuments were properly placed under my supervision. (Seal) _____ Registered Professional Land Surveyor No. _____
<input type="checkbox"/>	<input type="checkbox"/>	State of Texas County of _____ (county plat is signed in) I (We) the undersigned owner(s) of the land shown on this plat, and designated herein as the _____ subdivision to the City of New Braunfels, County of _____, Texas, and whose name is subscribed hereto, do hereby subdivide such property and dedicate to the use of the Public all streets, alleys, parks, drains, easements, and public places thereon shown for the purposes and consideration therein expressed. _____ (Owner)
<input type="checkbox"/>	<input type="checkbox"/>	State of Texas County of _____ (county plat is signed in) This instrument was acknowledged before me on this _____ day of _____, 20_____, by _____. _____ Notary Public State of _____ My Commission Expires: _____
<input type="checkbox"/>	<input type="checkbox"/>	Approved this the _____ day of _____, 20_____, by the Planning Commission of the City of New Braunfels, Texas. _____ Chairman Approved for Acceptance ____/____/____ _____ Date _____ Planning Director ____/____/____ _____ Date _____ City Engineer ____/____/____ _____ Date _____ New Braunfels Utilities
<input type="checkbox"/>	<input type="checkbox"/>	(For Comal County) I, _____, do hereby certify that the foregoing instrument was filed for record in the Map and Plat Records, Doc # _____ of Comal County on the _____ day of _____, 20_____, at _____ m. Witness my hand official seal, this the _____ day of _____, 20_____. County Clerk, Comal County, Texas _____ Deputy

<input type="checkbox"/>	<input type="checkbox"/>	(For Guadalupe and Hays County) State of Texas County of _____ I, _____ County Clerk of said County, do hereby certify that the foregoing instrument of writing with its certificate of authentication was filed for record in my office, on the _____ day of _____, A.D. 20 _____ at _____ m. and duly recorded the _____ day of _____ A.D. 20 _____ at _____ m. in the map and plat records of _____ County, Texas in Volume _____, Page _____, in testimony whereof, witness my hand and official seal of office this _____ day of _____, A.D. 20 _____. County Clerk, _____ County, Texas _____
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Yes	N/A	Monuments and lot markers (Sec. 118-54)
<input type="checkbox"/>	<input type="checkbox"/>	Location: (a) <ul style="list-style-type: none"> <li>• Monuments shall be set at each corner of the survey boundary of the subdivision</li> <li>• permanent lot markers shall be placed at each lot corner.</li> </ul>

Review		Preliminary Street and Utility Drawings (Sec. 118-25)
Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary street plan including right-of-way and paving widths of all streets and alleys, and location of all sidewalks.
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary water system plan including approximate location and size of existing and proposed water lines, fire hydrants, and the location and size of existing mains to which the system will be connected.
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary wastewater system plan including the approximate location and size of existing and proposed wastewater lines, points of discharge or any disposal sites including lands subject to flooding.