



APPLICATION FOR LETTER OF CERTIFICATION

Engineering Division
550 Landa Street
New Braunfels, Texas 78130
(830) 221-4020

Date Application Fee Received:
Received By:
Cash/Check No.: Amount Recd. \$
Receipt No.: Cert. No.:

1. Department for Review:

Public Works - Engineering Division

2. Type of Request (select one):

- Master Plan
Preliminary Plat (Public Improvements Required)
Final Plat (Public Improvements Not Required)

Note: Certification for a Final Plat that requires public improvements is provided through a Public Infrastructure Permit. Public improvements are defined in the City of New Braunfels Code of Ordinances Section 118-2.

3. Subdivision Name:

Location Description/Nearest Intersection:

Acreage: No. of proposed lots:
No. of proposed residential lots: No. of proposed commercial lots:
Present Zoning (if applicable): Requested Zoning (if applicable):
Boundaries: City Limits ETJ County: Comal Guadalupe

4. Planned Development District:

Yes No Date approved:

If yes, provide a copy of the PDD development standards and concept/detail plan and verify conformance.

5. Present use of property:

Purposed use of property:

6. Owner (Name/Title):

Address:
Telephone: Email:

7. Applicant (Name/Title):

Address:
Telephone: Email:

8. Licensed Engineer (Name/Company):

Mailing Address:
Telephone: Email:

9. Authorized Agent (Name/Company):

Mailing Address:
Telephone: Email:

10. Does the subdivision require access from a TxDOT maintained roadway?

Yes No

If yes, TxDOT Letter of No Objection to Access is required with this application.

11. Does the subdivision propose to pay a Stormwater Connection Fee?

Yes No

If yes, Letter of Stormwater Connection Fee Approval is required prior to Application for Letter of Certification for a Preliminary Plat (Public Improvements Required).

12. Traffic Impact Analysis Requirement (NB CO Sec. 114-99 Sec. 118-46)

Worksheet Level 1 Level 2 Level 3

TIA Permit No.:

13. Development drainage report type:

Master Drainage Plan Report Preliminary Drainage Report

**REQUIRED ITEMS FOR LETTER OF CERTIFICATION SUBMITTAL PACKAGE
(ALL ITEMS MUST BE SUBMITTED FOR THE TYPE OF REQUEST SELECTED ON PAGE 1):**

| Master Plan | | |
|--------------------------|--------------------------|---|
| Office | Applicant | Required Item |
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Completed and signed Application for Letter of Certification |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Completed and signed Checklist for Master Plan Letter of Certification |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Master Drainage Plan Report (see Drainage and Erosion Control Design Manual "DCM" 2.1.5) |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Master Plan Exhibit |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Approved Traffic Impact Analysis Determination Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Traffic Impact Analysis Worksheet |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Traffic Impact Analysis Report (if applicable) |

| Preliminary Plat (Public Improvements Required) | | |
|--|--------------------------|---|
| Office | Applicant | Required Item |
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Completed and signed Application for Letter of Certification |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Completed and signed Checklist for Preliminary Plat (Public Improvements Required) Letter of Certification |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Preliminary Drainage Report (see Drainage and Erosion Control Design Manual "DCM" 2.1.4) |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Preliminary Street and Utility Drawings |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Preliminary Plat Exhibit |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Approved Traffic Impact Analysis Determination Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Traffic Impact Analysis Worksheet |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Traffic Impact Analysis Report (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Letter of Stormwater Connection Fee Approval (or letter saying it does not apply) |

| Final Plat (Public Improvements Not Required) | | |
|--|--------------------------|--|
| Office | Applicant | Required Item |
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Completed and signed Application for LOC |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Completed and signed Checklist for Final Plat (Public Improvements Not Required) Letter of Certification |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Preliminary Drainage Report or Letter of No Change in Drainage (see Drainage & Erosion Control Design Manual "DCM" 2.1.4) |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Preliminary Street and Utility Drawings |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Final Plat Exhibit |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Approved Traffic Impact Analysis Determination Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Traffic Impact Analysis Worksheet |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Traffic Impact Analysis Report (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Letter of Stormwater Connection Fee Approval (or letter saying it does not apply) |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. TXDOT approval of TIA |

IMPORTANT NOTE:

This application does not relieve the applicant from compliance with requirements from outside agencies. Any changes required by outside agencies must be resubmitted to the City of New Braunfels for review and approval. Completion of an application does not constitute acceptance by the City of New Braunfels or filing with the Planning Commission.

****All applications will be denied after 180 days of non-response.**

I hereby confirm that this application is complete and all required information is attached. I further agree to comply with all platting and subdivision design requirements of the City of New Braunfels. I understand that Public Works Certification will not be issued unless staff comments are satisfactorily addressed.

Signature of Owner/Applicant

Date

Print Name & Title