



## Letter of Certification (LOC) Application Instructions

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

- **A predevelopment meeting during preliminary design of the project is highly recommended. Schedule one on our website.**
- Must submit a TIA Determination prior to Letter of Certification submittal <https://nbpermits.nbtexas.org/publicaccess/template/Login.aspx>
- **Submit the application & items online at** <https://nbpermits.nbtexas.org/publicaccess/template/Login.aspx>
- Use the current application located on the City's website ([Application](#)).
- **Incomplete or incorrect applications cannot be accepted for review.**
- If the property owner is not able to sign the application, the authorization letter **MUST** contain **ALL** the information indicated in the Property Owner Authorization on the application. See sample Owner Authorization Letter attached.

### FEES

#### TIA

TIA Worksheet	\$100.00
Level 1	\$500.00
Level 2	\$750.00
Level 3	\$1,250.00

#### DRAINAGE

Master drainage plan (w/ PDs and master plans)	\$500.00
Preliminary drainage plan (w/ preliminary plats)	\$100.00

#### TECH FEE

3% of all fees

- 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.
- 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
- 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. Subdivision Application Instructions (updated December 3, 2019)

Once Completeness check is done, **you will receive an email advising that submittal is complete** and then you will be required to pay fees online or you can bring a check in for the fees. Please list the permit number on the memo line <https://nbpermits.nbtexas.org/publicaccess/template/Login.aspx>

- 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);
- 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 be Subdivision name and Unit number, indicated on the Required Attachments with the application. This ensures the documents will be in the same order on every USB drive. Following the Document # listed on application (sample below), state the document name as indicated on the document.

**Samples for naming documents when submitting online:**

1. Application
2. Checklist for Master Plan
3. Drainage Report or Letter of No Change in Drainage
4. Preliminary Street and Utility Drawings
5. Master Plan Plat
6. Approved Traffic Impact Analysis Determination Letter
7. Traffic Impact Analysis Worksheet
8. Traffic Impact Analysis Report (if applicable)
9. Letter of Stormwater Connection Fee Approval (or letter saying it does not apply)
10. TxDOT Letter of No Objection for Access (if on TXdot road)

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