



**Planning & Development Services Department**  
 550 Landa Street  
 New Braunfels, Texas 78130  
 (830) 221-4050 [www.nbtexas.org](http://www.nbtexas.org)

Associated Plat Case No.: \_\_\_\_\_

*Submittal date – office use only*

## Plat for Recordation Submittal Application

**General:**

1	Plat Name, Unit #			
2	Applicant			
3	Email Address		Phone Number	

**REQUIRED DOCUMENTS**

*All documents must be submitted digitally via dropbox link to [plats@nbtexas.org](mailto:plats@nbtexas.org). Attachments listed below marked under "paper copy" must be submitted to Planning & Development Services front counter at City Hall, located at 550 Landa Street.*

City	Applicant	Paper Copy Required	<b>Recordation Checklist</b> <small>(INCOMPLETE SUBMITTALS WILL PROLONG THE RECORDING TIME)            Items in <b>ORANGE</b> are required documents; Items in <b>WHITE</b> are required information to be included in the document/on this page</small>
		X	<b>Plat - White 20# Bond Paper, 18 x 24</b>
			All signatures are complete on plat (owner, surveyor)
			Notary and surveyor seals are legible
			Plat – PDF
			Plat - DWG MUST meet following requirements:
			File format 2019 version or earlier
			NAD 1983 State Plane Texas South Central FIPS 4204 (US Survey feet).
			Grid scale
			All x-referenced files must not be in blocks.
		X	<b>Check Made Payable to County</b> (see page 2 for recordation fees)
		X	<b>Original Tax Certificate(s)</b>
			Must show taxes paid in full for current year
			Tax certificate(s) acreage total must be equal to or greater than total acreage included on plat
			Tax certificate(s) survey must match legal description
			Cannot be a copy. Certificates must have wet signature and raised seal for Guadalupe County <u>or</u> original blue ink stamp for Comal County. Tax receipts are not acceptable.
			<b>Plat Approval Letter</b> issued by City Development Planning Division
			<b>Letter of Explanation</b> from surveyor indicating what changes have been made to approved plat (see plat approval letter).
			<b>Park Fees</b> (in-lieu-of park land dedication and development) or compliance letter. <i>(Residential plats only)</i>
			Have Construction Plans been submitted/approved? <span style="float: right;">NO <input type="checkbox"/> YES <input type="checkbox"/></span>
			If yes, Construction Plans permit number: _____
			Has Performance Bond been approved? <span style="float: right;">NO <input type="checkbox"/> YES <input type="checkbox"/></span>
			If yes, attach Final Acceptance letter from City Engineering Division.
			Has a Construction Bond been approved if the project is in the ETJ? <span style="float: right;">NO <input type="checkbox"/> YES <input type="checkbox"/></span>

**Licensed Engineer/Surveyor:**

Licensed Engineer/Surveyor Signature		Date	
Licensed Engineer/Surveyor Name (printed)			
Company		Phone #	
Mailing Address (City, State, Zip)			
E-Mail			

**Recordation Fee Schedule (Checks only):**

<b>Comal County Recordation Fees</b>	
Plat/Map (reference Texas Local Gov't Code 232)	\$121.00
Each Additional Page	\$100.00
Tax Certificates (each)	\$4.00

<b>Guadalupe County Recordation Fees</b>	
Plat/Map (reference Texas Local Gov't Code 232)	\$121.00
Each Additional Page	\$100.00
Tax Certificates (each)	\$4.00

<b>Check Details – Required information must be written on check</b>		
City	Applicant	
		Must be made payable to the applicable County
		Phone Number
		Drivers License Number