



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

## Plat for Recordation Submittal Application

**General:**

1	Plat Name			
2	Primary Contact		Phone Number	
3	Email Address			
4	Plat Case Number			

**REQUIRED DOCUMENTS**

All documents must be submitted digitally via dropbox link to [plats@newbraunfels.gov](mailto:plats@newbraunfels.gov). 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)</small> <small>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			
			<b>Plat – PDF copy of plat with signatures (MUST match paper copy)</b>			
			<b>Plat – Digital copy in DWG format MUST meet following requirements:</b>			
			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 <b>current tax year</b> (Note: tax year begins on October 1st each 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?		NO	YES
			If yes, Construction Plans permit number:			
			Has Performance Bond been approved?		NO	YES
			If yes, attach Final Acceptance letter from City Engineering Division.			
			Has a Construction Bond been approved if the project is in the ETJ?		NO	YES

**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	No Additional Charge

<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 of signator on <b>personal checks only</b>