



PLANNING & DEVELOPMENT SERVICES

Customer Bulletin

Subject: Acceptance of Subdivision Plat Application Submittals Through Dropbox

Date: November 17, 2020

Purpose:

To allow plat applications to be submitted digitally through Dropbox. In order to comply with CDC guidelines for recommended social distancing and minimizing the risk of exposure to City staff and customers by limiting the number of people gathered in the Planning and Development Services lobby, the Development Planning Division will accept digital subdivision plat application submittals. If you are unable to submit digitally, the City will still accept in-person paper submittals.

Scope:

Subdivision plat applications are encouraged to be submitted in a Dropbox link via email to Planning@nbtexas.org. In addition to the [Subdivision Application Instructions](#) already required for plat application submittals, the following requirements must be met in order to submit subdivision plat applications digitally:

- No more than one plat application may be submitted in each email and the email subject line should be written as "(Plat Name) (Plat Application Type) Submittal"
- Plat applications are only permitted to be submitted between 8:00 a.m. and 12:00 p.m. on [plat application submittal deadline days](#). If a subdivision plat application is submitted outside of the designated deadline date and time, it will be **not** be accepted for review.
- All files must be labeled the way they are listed within the required attachments list, found within each plat application, with the naming convention specified in the Subdivision Application Instructions.
- City staff will provide verification the submittal has been received and accepted for the Completeness Check upon receipt of a complete submittal.
- If City staff is unable to access the required submittal documents, it may result in a rejection of the plat submittal.

Once a complete plat submittal has been received within the designated timeframe, staff will review for the Completeness Check and provide notification whether the application has been accepted or rejected as incomplete. If the application is accepted, staff will coordinate with the applicant to process the required fees via credit card payment over the phone.

If you have any questions with the digital plat submittal process please feel free to contact Development Planning Division staff at planning@nbtexas.org or (830) 221-4050 for assistance.

Sincerely,

A handwritten signature in blue ink that reads "Stacy A.M. Snell".

Stacy A.M. Snell, AICP, CNU-A
Planning Manager
Development Planning Division

ONE CITY, ONE TEAM

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