



Planning & Development Services Department
 550 Landa Street
 New Braunfels, Texas 78130
 (830) 221-4050 www.nbtexas.org

CC/Cash/Check No.: _____
 Amount Recd.: \$ _____
 Receipt No.: _____
 Case No.: _____

Submittal date – office use only

Vacation of Final Plat Application

General:

| | | | | | | | | | |
|---|--|---------------|--|--------|--|------------|--|------------|--|
| 1 | Current Subdivision Name, Unit # | | | | | | | | |
| 2 | Nearest Street Intersection or Address | | | | | | | | |
| 3 | Total Acreage | | | | | | | | |
| 4 | Number of Existing Lots | | | | | | | | |
| 5 | Number of Lots/Parcels Upon Vacation of Plat | | | | | | | | |
| 6 | Type of Final Plat Being Vacated | Amending Plat | | Replat | | Final Plat | | Minor Plat | |

Boundaries:

| | | | | | | | |
|----|-------------------------------------|--------------|-----|---------------|--|-----------|--|
| 7 | City Limits | | | IN | | OUT | |
| 8 | County | | | Comal | | Guadalupe | |
| 9 | School District | CISD | | NBISD | | Other | |
| 10 | Adjacent TxDOT Roadway ¹ | NO | YES | Road Name | | | |
| 11 | Utility District | NBU | | GVEC | | GBRA | |
| | | Green Valley | | Clear Springs | | Other | |

Floodway/Floodplain:

| | | | | |
|----|--|----|-----|--|
| 12 | Floodway - Is any part of the project property within the regulatory floodway? | NO | YES | |
| 13 | Floodplain - Is any part of the project property within the regulatory floodplain? | NO | YES | |

Zoning and Land Use:

| | | | | | | | |
|----|------------------------------|----|-----|--|-------------|--|--|
| 14 | Current Zoning District | | | | | | |
| 15 | Planned Development District | NO | YES | | Ord. No. | | |
| | Planned Development Name | | | | Case Number | | |
| 16 | Present Use of Property | | | | | | |
| 17 | Proposed Use of Property | | | | | | |

continue to next page

Infrastructure:

| | | | | | |
|----|---|--------------------------------------|--|-------------------------|--|
| 18 | Existing Public Utility Service to Property | Water ¹ | | Wastewater ¹ | |
| 19 | Private | Water Well ¹ | | | |
| | Private | On-Site Sewage Facility ¹ | | | |

Additional:

| | | | | | |
|----|---|----|--|-----|--|
| 20 | Are there easements or restrictions recorded by separate document on the property? | NO | | YES | |
| | If YES, provide digital copy as an attachment (See #7 in required attachments table page 3) | | | | |
| 21 | Is the property subject to any liens, encumbrances, or judgments? | NO | | YES | |
| | If YES, provide digital copy as an attachment (See #5 in required attachments table page 3) | | | | |

Application Fee Schedule: Fees to Plat

| | |
|----|--|
| 22 | Application Fee \$200; Technology Fee 3% of Application subtotal fee; (Total = \$206) |
|----|--|

Recordation Fee Schedule (Checks only):

| | | |
|----|---|----------|
| 23 | County Recordation Fees | |
| | Plat/Map (reference Texas Local Gov't Code 232) | \$121.00 |
| | Each Additional Page | \$100.00 |
| | Tax Certificates (each) | \$4.00 |

Check Details – Required information must be written on check

| | | |
|------|-----------|---|
| City | Applicant | |
| | | Must be made payable to the applicable County |
| | | Phone Number |
| | | Drivers License Number |

General Information:

The regulatory requirements and procedures for approval of a vacation plat are defined in Chapter 212 of the Local Government Code of the State of Texas.

LGC Sec. 212.013 Vacating Plat

- The proprietors of the tract covered by a plat may vacate the plat at any time before any lot in the plat is sold. The plat is vacated when a signed, acknowledged instrument declaring the plat vacated is approved and recorded in the manner prescribed for the original plat.
- If lots in the plat have been sold, the plat, or any part of the plat, may be vacated on the application of all the owners of lots in the plat with approval obtained in the manner prescribed for the original plat.
- The county clerk shall write legibly on the vacated plat the word "Vacated" and shall enter on the plat a reference to the volume and page at which the vacating instrument is recorded.
- On the execution and recording of the vacating instrument, the vacated plat has no effect.

What is a Vacation Plat?

A plat vacation destroys the force and effect of the prior subdivision on the subject property. A total vacation eliminates an entire subdivision plat, including all lots and public rights-of-way, as well as any restrictions that may have been contained on the plat.

Once the vacation document has been properly prepared, signed, notarized, approved and recorded, the real estate description reverts to the original survey or any underlying subdivision. A lot may not be partially vacated; the vacation must include the entire lot.

Required Attachments:

| City | Applicant | File ID # | Attachment | Application Reference |
|------|-----------|-----------|--|-----------------------|
| | | | Shaded box indicates the item is ALWAYS required. Otherwise, a YES response on the application makes it required. | |
| | | 1 | USB drive with a digital copy(.pdf) of all documents included in application if submitting in person. | |
| | | 2 | Application (completed and signed by owner) | |
| | | 3 | Deed showing current ownership of entire subject property | |
| | | 4 | Current Recorded Final Plat – White 20# Bond Paper, 18 x 24 Paper Copy REQUIRED. Include “Vacate of....” before title of currently recorded plat. Plat must have seal of recordation visible. | |
| | | 5 | Lien Holder(s), Encumbrance, or Judgement Paperwork (if applicable) | 21 |
| | | 6 | Current Deed Restrictions (if applicable) | 20 |
| | | 7 | Existing Easements & Restrictions (Recorded by separate instrument on property, if applicable) | 20 |
| | | 8 | County Application Form for Cancellation or Revision of All or Part of a Recorded Subdivision | |
| | | 9 | Application Fee | 22 |
| | | 10 | County Recordation Fee (Must be a Check) | 23 |

Property Owner Authorization:

As the property owner of the Proposed Subdivision, I hereby authorize City of New Braunfels’ staff to visit and inspect the subject property for which this application is being submitted.

Additionally, I have reviewed the Subdivision Application Instructions, the requirements of this application and related checklist(s), and hereby confirm all required materials demonstrating compliance with city codes and regulations are attached.

I will represent my application before City Staff and/or Planning Commission as the Applicant

OR

I hereby authorize the person named under Authorized Agent to act as Applicant in processing this application before City Staff and/or Planning Commission.

| | | | |
|------------------------------------|--|---------|--|
| Owners Signature | | Date | |
| Owners Name (printed) | | Phone # | |
| Mailing Address (City, State, Zip) | | | |
| E-Mail Address | | | |

Authorized Agent Statement:

Please Note: The signature of the Authorized Agent confirms the Authorized Agent has reviewed the Plat Application Instructions, requirements of this application and related checklist(s) and hereby confirms all required materials are attached demonstrating compliance with city codes and regulations.

| | | | |
|------------------------------------|--|---------|--|
| Authorized Agent Signature | | Date | |
| Agents Name (printed) | | | |
| Company | | Phone # | |
| Mailing Address (City, State, Zip) | | | |
| E-Mail | | | |



2022
PLANNING COMMISSION MEETING CALENDAR
FOR SUBDIVISION PLATS
Council Chambers
6:00 p.m.

| Meeting Date (Tuesday unless otherwise noted) | Plat Application Deadline Receipt of Applications MONDAY only between 8 am and NOON deadline | Staff Plat Review Meeting (Completeness Check) | Completeness Notification (Incomplete application will be rejected) |
|---|---|---|--|
| Tuesday, December 7, 2021 | Monday, November 8, 2021 | Thursday, November 11, 2021 | Friday, November 12, 2021 |
| Tuesday, January 4, 2022 | Monday, December 6, 2021 | Thursday, December 9, 2021 | Friday, December 10, 2021 |
| Tuesday, February 1, 2022 | Monday, January 3, 2022 | Thursday, January 6, 2022 | Friday, January 7, 2022 |
| Tuesday, March 1, 2022 | Monday, January 31, 2022 | Thursday, February 3, 2022 | Friday, February 4, 2022 |
| Tuesday, April 5, 2022 | Monday, March 7, 2022 | Thursday, March 10, 2022 | Friday, March 11, 2022 |
| Tuesday, May 3, 2022 | Monday, April 4, 2022 | Thursday, April 7, 2022 | Friday, April 8, 2022 |
| Tuesday, June 7, 2022 | Monday, May 9, 2022 | Thursday, May 12, 2022 | Friday, May 13, 2022 |
| Tuesday, July 5, 2022 | Monday, June 6, 2022 | Thursday, June 9, 2022 | Friday, June 10, 2022 |
| Tuesday, August 2, 2022 | ¹Tuesday, July 5, 2022 | Thursday, July 7, 2022 | Friday, July 8, 2022 |
| ²Wednesday, September 7, 2022 | Monday, August 8, 2022 | Thursday, August 11, 2022 | Friday, August 12, 2022 |
| ³Wednesday, October 5, 2022 | ⁴Tuesday, September 6, 2022 | Thursday, September 8, 2022 | Friday, September 9, 2022 |
| Tuesday, November 1, 2022 | Monday, October 3, 2022 | Thursday, October 6, 2022 | Friday, October 7, 2022 |
| Tuesday, December 6, 2022 | Monday, November 7, 2022 | Thursday, November 10, 2022 | Friday, November 11, 2022 |
| Tuesday, January 3, 2023 | Monday, December 5, 2022 | Thursday, December 8, 2022 | Friday, December 9, 2022 |

¹ Moved from Monday as City Hall is closed for Independence Day 07/04/2022
² Meeting moved from Tuesday to Wednesday due to Budget Meetings on 09/06/2022
³ Meeting moved from Tuesday to Wednesday due to National Night Out 10/04/2022
⁴ Moved from Monday to Tuesday due to City Hall being closed 09/05/2022 for Labor Day Wurstfest 11/05/2021-11/14/2021, 2022 dates unknown