



Planning & Development Services Department

550 Landa Street

New Braunfels, Texas 78130

(830) 221-4050 www.newbraunfels.gov

Petition for Services for a Municipal Utility District (MUD) Application

Please ensure all required submittal attachments are included. Staff cannot adequately review the request without the minimum required information

General:

1. Proposed Municipal Utility District Name: _____
2. Nearest Street Intersection or Address: _____
3. Legal Description: _____
4. Acreage: _____

Boundaries:

5. County: Comal Guadalupe

Utilities:

6. Have you resolved how your site will access water facilities? Yes No
 - a. If YES, which service provider will be providing water service? _____
7. Have you resolved how your site will access wastewater/sewage facilities? Yes No
 - a. If YES, which service provider will be providing wastewater service? _____

Petition to Consent to the Creation of the MUD:

8. Has a petition to consent to the creation of the MUD been considered by City Council? Yes No
 - a. If YES, was consent to the creation of the MUD approved or denied? Approved Denied
 - b. If YES, provide the date of City Council's consent/denial: _____

Required Attachments:

1. USB drive with a digital copy of all documents included in this petition (.pdf file form)
2. Copy of Petition to consent to the creation of the MUD
3. Copy of City approval/denial letter of the consent to the creation of the MUD

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Property Owner Authorization:

As the current owner of the property to be considered for the creation of a Municipal Utility District, I hereby authorize City of New Braunfels' staff to visit and inspect the subject property for which this petition is being submitted.

Additionally, I have reviewed the Petition for Services in its entirety and hereby confirm all required information has been filled out completely and correctly and all required attachments have been provided as part of this petition submittal.

____ I will represent my petition before City Staff

OR

____ I hereby authorize the person named under Authorized Agent to act as Petitioner in processing this petition before City Staff

Owner's Signature: _____ Date: _____

Owner's 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 Petition for Services in its entirety and hereby confirms all required information has been filled out completely and correctly and all required attachments have been provided as part of this petition submittal.

Authorized Agent Signature: _____ Date: _____

Agent's Name (Printed): _____

Company: _____ Phone #: _____

Mailing Address (City, State, Zip): _____

E-Mail Address: _____

SUBMITTAL INSTRUCTIONS – SUBMITTING PLAT APPLICATIONS DIGITALLY TO THE CITY OF NEW BRAUNFELS

Purpose:

To allow platting applications to be submitted digitally through Dropbox. The Development Planning Division will accept digital submittals for all platting applications including Final Plats, Replats, Amending Plats, Master Plans, Plat Waiver, and Vacation of Plats.

Scope:

Platting applications are permitted to be submitted in a Dropbox link via email to plats@newbraunfels.gov. In addition to the requirements outlined in each application, the following requirements must be met in order to submit platting applications digitally:

- No more than one application may be submitted in each email and the email subject line should be written as “(Plat Name) (Application Type) Submittal”
- Applications must be submitted by 12:00 pm on the platting application deadline date. See [Platting Application calendar](#) for deadline dates.
- All files must be labeled the way they are listed within the required attachments list, by the File ID # and document label, found within each application. (Example: 1 - Application, 2 - Deed, 3 - Letter of Authorization, etc.)
- All files must be submitted as PDF file types.
- 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, you will be notified, and it will result in a rejection of the submittal.

Once a complete 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 platting submittal process, please feel free to contact Development Planning Division staff at plats@newbraunfels.gov or (830) 221-4050 for assistance.