



AMENDMENT TO PLAT APPLICATION

Planning and Community Development
550 Landa Street, New Braunfels TX 78130
Phone: (830) 221-4050

PLANNING

Case No. _____

OWNER'S NAME(S): _____

OWNER'S ADDRESS: _____

PHONE: _____ E-MAIL: _____

LEGAL DESCRIPTION OF PROPERTY

NAME OF RECORDED SUBDIVISION PLAT AND UNIT NUMBER, if any: _____

COUNTY PLAT RECORDS VOLUME: _____ PAGE: _____ OR DOCUMENT NO: _____

LOTS TO BE COMBINED: _____ ACREAGE/SQ. FOOTAGE: _____

RESULTING LOT NUMBER: _____ R CITY LIMITS: IN _____ OUT _____

The signature(s) affixed below will certify that the owner of the described property does hereby amend the plat of the property so as to combine the referenced lots into a single lot. If there is an easement or easements running along the common boundary line which is being removed by the combination of the lots into a single lot or tract, then the property owner is responsible for obtaining releases or permission from all affected utilities or owners that have an interest in the easement(s) before the lots can be combined. The property owner acknowledges that this Amendment to Plat will not dissolve or alter any existing easements or other property interests that may exist within the boundaries of this property that are not adjacent to the common boundary line that is being removed by the consolidation of the lots or tracts. The owner also certifies that any and all lienholders have acknowledged this Amendment to Plat as per the attached Lienholder's Acknowledgement(s), if applicable.

(Owner's Signature)

(Owner's Signature)

(Name Printed)

(Name Printed)

STATE OF TEXAS §
 §
COUNTY OF _____ §

SWORN TO AND SUBSCRIBED before me by _____

_____ on the _____ day of _____, _____.

NOTARY PUBLIC

APPROVED BY PLANNING DIRECTOR ON

THE _____ DAY OF _____, _____.

PLANNING DIRECTOR

FOR RECORDING PURPOSES ONLY

CHECKLIST FOR “AMENDMENT TO PLAT APPLICATION”:

Documents required:

- \$500 plus \$100/acre (\$1,000max) fee. (Check made out to “City of New Braunfels”)
- 3% technology fee applied to subtotal of application fee.
- Completed application.
- Copy of recorded plat (full size).
- New lot configuration. **Please outline the lots to be combined with one bold line and place a ‘Z’ on the shared lot line to show it being combined.** Must be on 8 ½ x 11 sheet of paper for recording purposes.
- Copies of the recorded deed indicating current ownership of the lots or tracts.
- Original** Tax Certificates issued by Tax Office showing no outstanding taxes due.
- Comments or releases from all affected public utilities or the holder of any other easement within the lots. (Check applicable)

- _____ NBU *
- _____ Pedernales Electric Cooperative *
- _____ Time Warner Cable *
- _____ Crystal Clear Water Supply Corp. *
- _____ AT&T/Southwestern Bell *
- _____ GVTC *
- _____ Other: _____
- _____ Other: _____

(* NOTE: *The City does not record the documents listed above. They should be recorded by property owner prior to submitting the “Amendment to Plat” application to the City.*)

- Recording fee (In Comal County: \$121 fee for plat, plus \$4 for each tax certificate.) Check must be made out to the Comal County Clerk; Driver’s License number, date of birth, and home phone number on check.