



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

Minor Final Plat Application

General:

1	Proposed Subdivision Name, Unit #								
2	Nearest Street Intersection or Address								
3	Total Acreage								
4	Proposed land use (acreage)								
	Res		Comm.		Park		Drainage		Open Space
5	Number of Proposed Lots								
	Res		Comm.		Park		Drainage		Open Space

Boundaries:

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

Floodway:

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

Zoning and Land Use:

13	Current Zoning District						
14	Planned Development District	NO		YES		Ord. No.	
	Planned Development Name					Case Number	
15	Present Use of Property						
16	Proposed Use of Property						
17	Approved Subdivision Preliminary Plat					NO	YES
	Preliminary Plat Name				Case Number		
18	Approved Subdivision Master Plan					NO	YES
	Master Plan Name				Case Number		
	If YES to 17 or 18, this is the wrong application. Use the Final Plat Application.						

Infrastructure:

19	Existing Utility Service to Property	Water ¹		Wastewater ¹	
20	Public Infrastructure Proposed with Subdivision				
	Water ¹		Wastewater ¹		Streets (pub & prvt) ¹
					Storm water ¹
21	Private	Water Well ¹		Distance in feet to closest public system	
	Private	On-Site Sewage Facility ¹		Distance in feet to closest public system	
22	Construction plans approved?			NO	YES
	If YES, this is the wrong application. Use the Final Plat Application.				

Transportation:

23	TIA Required Per Worksheet (per NBCO Sec. 114-99, Sec. 118-46)	NO	YES ¹
24	TIA Approval Date	TIA Level (if applicable)	

Waiver(s): Each waiver request must be submitted as a separate application. See [waiver application](#).

25	Approved waiver(s) associated with this subdivision?	NO	YES
26	If YES, list all approved waiver case numbers		
	Plat section(s) waived		

Additional:

27	Are there easements or restrictions recorded by separate document on the property?	NO	YES
	If YES, provide digital copy as an attachment (See #22 in required attachments table page 3)		
28	Has a final plat been approved for this property, but not recorded?	NO	YES
	If YES, use the Revised Final Plat application form		
29	Is the property subject to any liens, encumbrances, or judgments?	NO	YES
	If YES, provide digital copy as an attachment (See #8 in required attachments table page 3)		

Pre-Development Meeting:

30	Was there a pre-development meeting regarding this application?	NO	YES
	If YES, pre-development meeting case number	DVS	

Application Fee Schedule: Fees to Plat

31	Utilize the Fee Calculation Form online or contact staff prior to submittal – see Subdivision Application Instructions
	\$1,250.00 = base fee + \$100.00 per acre (\$2,500.00 max)
	Technology Fee 3% of Application subtotal fee

Footnotes:

¹ Letters of Certification will be required from each utility/jurisdiction as indicated. Samples with Subdivision Application Instructions.

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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. Application question numbers are referenced to check YES responses.	
		1	USB drive with a digital copy (.pdf) of all documents included in application if submitting in person.	
		2	Project Letter	
		3	Application (completed and signed by owner and agent)	
		4	Deed showing current ownership of entire subject property	
		5	Minor Final Plat	
		6	Survey (include any existing improvements/structures on subject property)	
		7	Parks Letter (completed and signed worksheet)	
		8	Lien Holder(s), Encumbrance, or Judgement Paperwork	27
		9	Utility & Road Schematic	
			Letters of Certificate (LOC):	
		10	LOC – Drainage (Drainage Report acceptance – CoNB Public Works – Engineering)	
		11	LOC – TIA (Traffic Impact Analysis acceptance – CoNB Public Works – Engineering)	23
		12	LOC – Water (Utility Provider certification – Water)	19, 20
		13	LOC - Wastewater (Utility Provider certification – Wastewater)	19, 20
		14	LOC – Electric (Utility Provider Certification – NBU electric service only)	
		15	LOC – Well Authorization (From county when in ETJ and LOC from Utility Provider regarding distance to existing infrastructure)	19
		16	LOC – OSSF Authorization – (From county when in ETJ and LOC from Utility Provider regarding distance to existing infrastructure)	19
		17	LOC – TxDOT – (TxDOT District Office)	9
		18	Development Agreement	
		19	Standards for the Approved PD	14
		20	Detail Plan or Concept Plan (if approved by City Council) for the approved PD	14
		21	Current Deed Restrictions for Townhouse/Zero Lot Line Subdivisions (City does not enforce deed restrictions)	
		22	Easements & Restrictions Recorded by	29
		23	Waiver Approval Letter(s) (Waivers applicable to Subdivision)	25
		24	Fee Calculation Form	31

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Licensed Engineer/Surveyor:

Licensed Engineer/Surveyor Signature		Date	
Licensed Engineer/Surveyor Name (printed)			
Company		Phone #	
Mailing Address (City, State, Zip)			
E-Mail			

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			



2023
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 6, 2022	Monday, November 7, 2022	Thursday, November 10, 2022	Friday, November 11, 2022
¹Wednesday, January 4, 2023	Monday, December 5, 2022	Thursday, December 8, 2022	Friday, December 9, 2022
Tuesday, February 7, 2023	Monday, January 9, 2023	Thursday, January 12, 2023	Friday, January 13, 2023
Tuesday, March 7, 2023	Monday, February 6, 2023	Thursday, February 9, 2023	Friday, February 10, 2023
Tuesday, April 4, 2023	Monday, March 6, 2023	Thursday, March 9, 2023	Friday, March 10, 2023
Tuesday, May 2, 2023	Monday, April 3, 2023	Thursday, April 6, 2023	²Monday, April 10, 2023
Tuesday, June 6, 2023	Monday, May 8, 2023	Thursday, May 11, 2023	Friday, May 12, 2023
³Wednesday, July 5, 2023	Monday, June 5, 2023	Thursday, June 8, 2023	Friday, June 9, 2023
Tuesday, August 1, 2023	Monday, July 3, 2023	Thursday, July 6, 2023	Monday, July 10, 2023
⁴Wednesday, September 6, 2023	Monday, August 7, 2023	Thursday, August 10, 2023	Friday, August 11, 2023
⁵Wednesday, October 4, 2023	⁶Tuesday, September 5, 2023	Thursday, September 7, 2023	Friday, September 8, 2023
Tuesday, November 7, 2023	Monday, October 9, 2023	Thursday, October 12, 2023	Friday, October 13, 2023
Tuesday, December 5, 2023	Monday, November 6, 2023	Thursday, November 9, 2023	⁷Monday, November 13, 2023
Wednesday, January 3, 2024	Monday, December 4, 2023	Thursday, December 7, 2023	Friday, December 8, 2023

¹ Moved from Tuesday to Wednesday due to City Hall closed for New Year's Day on 1/2/2023
² Moved from Friday to Monday due to City Hall closed for Founder's Day on 4/7/2023
³ Meeting moved from Tuesday to Wednesday due to City Hall closed for Independence Day on 7/4/2023
⁴ Meeting moved from Tuesday to Wednesday due to City Hall closed for Labor Day on 9/4/2023
⁵ Moved from Tuesday to Wednesday due to National Night Out on 10/2/2023
⁶ Moved from Monday to Tuesday due to City Hall closed for Labor Day on 9/4/2023
⁷ Moved from Friday to Monday due to City Hall closed for Veteran's Day on 11/10/2022
 Wurstfest 11/04/2022-11/13/2022, 2023 dates unknown



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.