Platting Entitlement Process – High Level Overview

City of New Braunfels
PLANNING & DEVELOPMENT SERVICES

Pre-Filing Completeness Review

Letters of Certification (LOCs)
(TIA, Drainage Report, utility authorization, TxDOT approval, etc.) Reviewers verify the studies and reports associated with a proposed subdivision comply with regulations. Reports or studies not in compliance with requirements will not receive an approved LOC.

Applicant Submits Plat Application with required approved LOCs

Staff Completeness Review
4 Days

Incomplete

Application considered rejected and applicant is notified

Complete

Application is considered "filed"
26 Days before PC

Staff Review and Planning Commission Preparation

Development Planning Division distributes application to applicable outside agencies (County, School District, TxDOT, Utility Providers) for a courtesy review*. Planners/Third Party review against the Code of Ordinances. Planners/Third Party and courtesy reviewers identify any deficiencies where plat changes would be needed for compliance.
10 Days
**the purpose of the courtesy review is to allow agencies that provided an LOC an opportunity to ensure the plat application matches the studies/reports approved under the LOC application.*

Authorized Approval Entity

Planning Commission

Development Planning Division compiles deficiencies identified, writes case report and attachment prep. Agenda Packet is reviewed and created.
9 Days

Administrative – Development Planning staff

Development Planning Division compiles deficiencies identified and writes letter to applicant.
10 Days

Agenda Packet is distributed and posted a minimum of 72 hours prior to Planning Commission meeting
1-2 Days

PC Action/Staff Review and Conditional Approval Review Process

Planning Commission meeting action taken or, if administrative: Development Planning staff review result

Approved

Plat Approved

Denied

Approved w/ Conditions

Applicant re-submits plat with all required changes to Development Planning Division staff

Staff reviews
15 Days

Conditions Met - Plat Approved

Conditions Not Met