



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

Vacation of a Final Plat Application

General:

1	Name of Recorded Subdivision Plat, Unit # to be Vacated				
2	County Plat Records Document No. of Plat to be Vacated				
3	Name of Original Subdivision Plan, Unit #				
4	County Plat Record Document No. of Original Plat				
6	Total Acreage		Existing Lot Numbers		Lot Numbers Upon Vacation of Plat

Boundaries:

7	City Limits	IN		OUT	
8	County	Comal		Guadalupe	

Contact Information:

Owner's Name(s)			
Owner Address			
Phone		Email	

The signature(s) affixed below will certify that the owner of the described property does hereby vacate the plat of the property so as to return the referenced lots to the previously platted configuration. Any easements running along a common boundary line that were released by the combination of the lots are hereby reestablished as well. The property owner acknowledges that this Vacation of a Final 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 reestablished by this vacation of the current final plat. The owner also certifies that any and all lienholders have acknowledged this Vacation 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 Stamp)

FOR RECORDING PURPOSES ONLY

APPROVED BY PLANNING ON
 THE _____ DAY OF _____,

 PLANNING MANAGER



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.