



Planning & Development Services Department

550 Landa Street
 New Braunfels, Texas 78130
 (830) 221-4050 www.newbraunfels.gov

Amendment to Final Plat Application

General:

1	Name of Recorded Subdivision Plat, Unit # if any				
2	Property Address				
3	County Plat Records	Volume		Page	Or Document No.
4	Total Acreage				
	Lots to be Combined:		Resulting Lot No.		

Boundaries:

5	City Limits	IN	OUT	
6	County	Comal	Guadalupe	If Guadalupe County, do NOT use this application form.

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 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 Stamp)

FOR RECORDING PURPOSES ONLY

APPROVED BY PLANNING ON
 THE _____ DAY OF _____, _____.

 PLANNING MANAGER

Required Attachments:

City	Applicant	File ID #	Attachment
NAME DOCUMENT FILES AS THE ARE LISTED IN BOLD BELOW			
		1	USB drive with a digital copy(.pdf) of all documents included in application if submitting in person.
		2	Application (completed and signed by owner)
		3	Recorded Plat
		4	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)
		5	Deed (indicating current ownership of the lots or tracts)
		6	Original Tax Certificates (current year issued by Tax Office showing no outstanding taxes due)
		7	Comments or Releases from all affected public utilities or the holder of any other easement within the lots. (check if applicable)
			NBU
			Pedernales Electric Cooperative
			Time Warner Cable
			Crystal Clear Water Supply Corp.
			AT&T/Southwestern Bell
			GVTC
			Other
			Other
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			

Application Fee Schedule: Fees to Plat

Application Fees – Credit card, cash, e-check, or check (checks must be made payable to City of New Braunfels)
\$500.00 plus \$100.00 per acre (\$1,000.00 max)
Technology Fee 3% of Application fee
Recordation Fees – Check only (checks must be made payable to Comal County and include phone number, D.O.B., DL #, DL Expiration) NO TEMPORARY CHECKS
\$121.00 fee for first page of plat
\$100.00 for each additional page
\$4 for each tax certificate submitted

Instructions to Submit This Application:

- Digital attachments must be saved on a USB drive and submitted along with paper copies to the Development Planning Division located at City Hall.
- Paper copies of the original tax certificates and check made payable to the county must be provided and all other attachments must be provided digitally.
- Tax Certificates must have original signature and raised seal. Contact Comal County Clerk's Office to obtain at (830) 221-1230.
- Payment of fees must be provided upon submittal of this application. Application fees can be processed at time of application submittal and a receipt will be provided. Recordation fees will be processed by County at time of recordation. Receipts for the recordation fees will be provided upon pick up of recorded documents.