City of New Braunfels

PLANNING

APPLICATION FOR LAND SUBDIVISION (PLAT)

Planning and Community Development
424 S. Castell Avenue, New Braunfels TX 78130
(830) 221-4050
www.nbtexas.org

CHECK ONE: ___ Master Plan ___Prelim./Final Plat ___ Prelim. Plat ___ Final Plat ___ Replat __ Amended __ Minor

1. **PROPOSED SUBDIVISION NAME: _____ UNIT NO. _____**

   LOCATION DESCRIPTION/ NEAREST INTERSECTION: _____

   ACREAGE: _____ NO. OF LOTS: EXISTING _____ PROPOSED _____

   REASON(S) FOR PLATTING/REPLATTING _____

2. **OWNER/APPLICANT *: _____**

   (* If applicant is person other than owner, a letter of authorization must be provided from owner. *)

   ADDRESS: _____

   TELEPHONE: _____ Fax: _____ Mobile _____ Email _____

3. **LICENSED ENGINEER/SURVEYOR: _____**

   MAILING ADDRESS: _____ Ste._____

   TELEPHONE: _____ Fax: _____ Mobile _____ Email _____

4. **LIST ANY VARIANCES REQUESTED: _____**

   REASON FOR REQUEST (LIST ANY HARDSHIPS):_____

5. **PRESENT USE OF THE PROPERTY_____ CURRENT ZONING: _____**

6. **CITY LIMITS: IN_____ OUT _____ IS ANY PART OF THE PROPERTY IN A FLOODPLAIN? YES___ NO _____**

7. **Is the property subject to any liens, encumbrances, or judgments? If so, give details. (Provide separate sheet if needed.) Permission from any lien holders and/or removal of any encumbrances or judgments will be necessary prior to filing of said plat with the County Clerk's office.**

REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

- ☐ Completed application, **including signature of owner/applicant and signed waiver**.
- ☐ Fee. (see reverse)
- ☐ TIA worksheet.
- ☐ Copy of deed showing current ownership.
- ☐ 14 copies of the plat, collated and folded so that the subdivision name is visible. Staple plats with 2 or more pages.
- ☐ 1 copy of preliminary plan of the water system showing the approximate location and size of onsite and offsite existing and proposed water lines and fire hydrants.
- ☐ 1 copy of the preliminary drainage plan
- ☐ Current deed restrictions for Vacating Plats, Replats, and Townhouse and Zero Lot Line Subdivisions.
- ☐ Survey showing any existing structures on the subject property.
- ☐ List of approved street names by the appropriate county.

PLEASE READ "IMPORTANT NOTES" ON THE REVERSE SIDE OF THIS APPLICATION

I agree to comply with all platting and subdivision requirements of the City of New Braunfels. I understand that the plat will NOT be forwarded to the Planning Commission unless staff comments are satisfactorily addressed by the plat correction due date. I voluntarily waive my right to request a certificate stating the date the plat was filed and that the Planning Commission failed to act on the plat within thirty days. I do not object to consideration of the plat on _____ (date of Planning Commission meeting). This waiver expires after _____ (date of Planning Commission meeting). (The waiver statement above is not applicable to Minor Plats).

_____
Date

_____ _____
Signature of Owner/Applicant **Print Name & Title**

(If applicant is person other than owner, a letter of authorization must be provided from owner.) Signature indicates authorization for plat application and acceptance of waiver statement.

APPLICATION FEES

TYPE OF PLAT/ACREAGE	TYPE I (Not previously platted, in R-3, C or M zoning, or Non-residential plat)	TYPE II (replat requiring public hearing in platted residential subdivision in any zone)	TYPE III (amending plat; corrections without vacating plat)	MASTER PLAN
Less than 1 acre	$75.00 plus $2 per lot or $4 per acre, whichever is greater	$115.00 plus $2 per lot or $4 per acre, whichever is greater	$45.00	$100.00 base fee + $1.00 per lot or $2.00 per acre, whichever is greater
1 to 4.99 acres	$150.00 plus $2 per lot or $4 per acre, whichever is greater	$230.00 plus $2 per lot or $4 per acre, whichever is greater	$45.00	
5 to 10 acres	$225.00 plus $2 per lot or $4 per acre, whichever is greater	$345.00 plus $2 per lot or $4 per acre, whichever is greater	$45.00	
More than 10 acres	$300.00 plus $2 per lot or $4 per acre, whichever is greater	$460.00 plus $2 per lot or $4 per acre, whichever is greater	$45.00	

Construction Plan Review Fees (plans should be submitted through the Building Department)	$500.00 base fee plus $15.00 per lot

IMPORTANT NOTES:

- All staff comments must be addressed by the plat correction due date. If not, the plat will NOT be forwarded to the Planning Commission until staff comments have been satisfied.
- For plats on TxDOT right-of-way, it is highly recommended that a permit be submitted to TxDOT prior to submitting the plat application.
- All new plats and master plans must be reviewed by the Parks Planner for park dedication requirements. The Parks and Recreation Department can be reached at (830) 221-4358.

The following items must be provided when submitting an approved plat for recordation:

- Tax certificate showing that no taxes are currently due or delinquent against the property. The certificates must be dated (issued) within 30 days of the plats being recorded. (Per County Clerk)
- Three original full size mylars and one original 11x17 mylar (Comal County) or four original full size mylars (Guadalupe County)
- Recording fee. Checks should be made out to “Comal County Clerk” or “Guadalupe County Clerk”.
- The plat in digital form **must** accompany mylars submitted for signature. Digital plats can be provided by e-mail to planning@nbtexas.org or via CD. All digital plat submissions will be required to meet minimum standards including: must be in NAD 1983 StatePlane Texas South Central FIPS 4204 (Feet), to scale, and georeferenced to three points. Submissions must be in .dwg.

FOR OFFICE USE ONLY:

Date Application Fee Received: _____ Received By: _____

Receipt No. _____ Cash/Check No._____ Amount Recd. $_____

_____14 copies _____street name appr. list _____TxDOT approval letter

_____letter of authorization _____proof of ownership _____HOA document for de maint.

Plat review meeting date: _____ Planning Commission meeting date: _____

City of New Braunfels

PLANNING

2013
PLANNING COMMISSION MEETING CALENDAR
Council Chambers
6:00 p.m.

Meeting Date (Tuesday)	Application Deadline for Plats, Zone Changes, & SUPs by 4:00 p.m.[1]	Plat Comments Distributed	Last Date Zoning Signs Must Be Placed on Property	Meeting Date for Plat Resubmittals[2]
January 8[3]	Nov. 29, 2012	Dec. 14, 2012	Dec. 21, 2012	Dec. 21, 2012
February 5	Dec. 27	Jan. 11	Jan. 21	Jan. 22
March 5	Jan. 24	Feb. 8	Feb. 18	Feb. 19
April 2	Feb. 21	March 8	March 18	March 19
May 7	March 28	April 12	April 22	April 23
June 4	April 25	May 10	May 20	May 21
July 2	May 23	June 7	June 17	June 18
August 6	June 27	July 12	July 22	July 23
September 3	July 25	August 9	August 19	August 20
October 8[4]	Aug. 29	Sept. 13	Sept. 23	Sept. 24
November 12[5]	Oct. 3	Oct. 18	Oct. 28	Oct. 29
December 3	Oct. 24	Nov. 8	Nov. 18	Nov. 19
January 7, 2014	Nov. 26	Dec. 13	Dec. 23	Dec. 20

1 For purposes of the 30 day deadline for plat approval, your plat application is considered accepted after being checked for completeness on the Plat Comments Distributed date.
2 No additional revisions can be made to the plat after this meeting prior to Planning Commission review.
3 January meeting is one week later due to New Years Day – January 1, 2013.
4 October meeting is one week later due to National Night Out – October 1, 2013.
5 November meeting is one week later due to Wurstfest – November 1-10, 2013.