



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

CC/Cash/Check No.: _____
Amount Recd. \$ _____
Receipt No.: _____
Submittal date – office use only _____ Case No.: _____

Preliminary Plat Submittal Checklist

Applicant Name: _____ *Signature: _____

* By signing this I am acknowledging I have read the **Instructions** and all required documents are provided in this submittal

Preliminary plat name: _____

INSTRUCTIONS:

1. **Provide the submittal package to Planning Division Staff at the department counter located in City Hall.**
2. **Submittals are due by 4:00 p.m. on the subdivision submittal date. See attached schedule.**
3. The most current application is located on the City’s website ([Applications](#)) for your reference.
4. **Incomplete, incorrect or late applications cannot be accepted for review.**
5. Place a check mark on each line if you have complied with that item. Indicate with N/A if the item does not apply to your subdivision. If there are any questions regarding subdivision regulations, the applicant should consult the source law. City ordinances can be obtained from the City of New Braunfels at our website. [Code of Ordinances](#)
6. All required plans must be folded simply to 8 ½” X 9” in size with plat name visible (**no** smaller, no larger and no accordion folds)
7. All PDFs must have a minimum resolution of 300 dpi
8. **Items 1 – 8 are required with submittal AND grouped in the order shown with document type label visible.**

City	Applicant	
___	___	1) 17 <u>double sided</u> copies of completed & signed application/checklist (meeting dates filled in)
___	___	2) Copy of deed showing current ownership
___	___	3) 17 copies of preliminary plat – folded as specified in #6 above
___	___	4) 3 copies of survey showing existing improvements/structures on subject property
___	___	5) 3 copies of TIA Worksheet (TIA required: <input type="checkbox"/> No Level 1 Level 2 <input type="checkbox"/> Level 3)
___	___	6) 1 copy & 1PDF on USB drive of Preliminary Drainage Report
___	___	7) 1 copy & 1 PDF on USB drive of Preliminary Street and Utility Schematic
___	___	8) Base Application Fee: \$1,000 (Additional Fees will be invoiced after Completeness Check)
Additional items:		
___	___	6 copies of approved Master Plan with approval letter (master plan approved: <input type="checkbox"/> Yes <input type="checkbox"/> No)
___	___	3 copies of approved Development Agreement (development agreement approved: <input type="checkbox"/> Yes <input type="checkbox"/> No)
___	___	PD development district: <input type="checkbox"/> No <input type="checkbox"/> Yes = 1 copy of the standards and concept/detail plan
___	___	Residential Subdivision = 2 copies of parks proposal letter (residential subdivisions). If the park plan has been approved prior to this submission, submit copy of approved plan.
___	___	3 copies of TIA Worksheet (TIA required: <input type="checkbox"/> No <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3)
___	___	TIA - 1 hardcopy & 1 PDF on USB drive
___	___	Current deed restrictions for Townhouse/Zero Lot Line Subdivisions (<i>City does not enforce deed restrictions</i>)
___	___	3 copies of written justification for waiver(s)
___	___	3 copies of all separate instruments shown on plat
___	___	List of approved street names

(Intentionally blank)



Preliminary Plat Application

1. Proposed Subdivision Plat Name: _____ Unit No. _____

Nearest Street Intersection: _____

Acreage: _____

Quantity of proposed lots: _____ Res. _____ Com. _____ Park _____ Drainage _____ Open Space

2. Boundaries: City Limits: In Out **County:** Comal Guadalupe

School District: CISD NBISD Other _____

Adjacent TxDOT Roadway: Yes No

Utility District: NBU GVEC AT&T GBRA Green Valley Other _____

3. Subdivision Master Plan: Yes No Date approved: _____

If yes, provide a copy of the Master Plan and verify conformance

4. Planned Development District: No Yes Date approved: _____ Ord. No. _____

If yes, provide a copy of the PDD development standards and concept/detail plan and verify conformance

5. Public infrastructure proposed with subdivision. Water Wastewater Streets (including private)

Stormwater **Construction plans approved?** Yes No

Construction plans approved/date and agency: _____

6. Licensed Engineer/Surveyor: _____

Mailing Address: _____

Telephone: _____ Email: _____

7. Waiver(s) approved with the Master Plan: _____

If yes, provide copy of approval letter.

8. Waiver(s) requested (\$150-\$300 each): _____

Justification for waiver(s) in compliance with NBCO Sec. 118-11 must be attached in separate document.

9. Present use of the property: _____ **Current Zoning:** _____

10. Proposed use(s) of the property: _____

11. Traffic Impact Analysis document required per NBCO Sec. 114-99, Sec. 118-46: _____

Worksheet (always) TIA per worksheet: None Level 1 Level 2 Level 3

If previously approved, provide a copy of the Traffic Impact Analysis and verify conformance

12. Is the property subject to any liens, encumbrances, or judgments? Yes No

If yes, provide details on a separate sheet. Permission from any lien holder(s) and/or removal of any encumbrances or judgments will be necessary prior to filing of a plat with the County Clerk's office.

13. Is any part of the property in a regulatory floodway? Yes No

14. Is any part of the property in a regulatory floodplain? Yes No

IMPORTANT NOTES:

- All staff comments must be addressed by the resubmittal date. If not, the plat will be rejected and will NOT be forwarded to the Planning Commission.
- 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 must be reviewed by the Park Development Manager in the Parks and Recreation Department, (830) 221-4358.



Preliminary Plat Application

Please Note: The signature of owner authorizes City of New Braunfels staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his agent has reviewed the requirements of this application/checklist and all items on this checklist have been addressed and complied with.

(Check One:)

 I will represent my application before the Planning Division and/or Planning Commission.

 I hereby authorize the person named below to act as my agent/applicant in processing this application before the Planning Division and/or Planning Commission.

*Furthermore, I agree to comply with all platting and subdivision requirements of the City of New Braunfels. I understand the plat will be rejected and will **NOT** be forwarded to the Planning Commission unless staff comments are satisfactorily addressed by the plat resubmittal meeting 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).*

Owner's Name (printed)	Phone	Cell
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Owner's Address	City	State	Zip
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Owner's Signature	Date	Email Address
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Agent/Applicant Name: _____

Company: _____

Mailing Address	City	State	Zip
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Phone	Cell	Email
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APPLICATION FEE SCHEDULE

FEE TO PLAT	OTHER FEES THAT APPLY:
\$1,000 base fee + \$50 per acre (\$2,500 max)	TIA Worksheet \$100
	Sidewalk Waivers \$300.00
	Plat Variance / Waiver \$150.00 each
	Level 1 TIA \$500
	Level 2 TIA \$750
	Level 3 TIA \$1,250
	Technology Fee 3%

Preliminary Plat shall include (check boxes to confirm compliance):

- Sheets are not to be less than 18" x 24" with ½ inch borders.
- Drawn to a scale of 1" = 100' or greater, indicate on plat.
- Include an index sheet if more than sheet is necessary to accommodate the entire area.
- A Preliminary Plat must be consistent with the City's plans, policies and ordinances including, but not limited to, the Comprehensive Plan and Zoning Ordinance, and an approved master plan (if applicable).
- A location map of the subdivision indicating its relation to adjacent arterials or collectors with sufficient information to locate the subdivision in relation to the rest of the City.
- Names and addresses of the applicant, record title owner, engineer and/or surveyor.
- The proposed name of the subdivision shall not have the same spelling or be pronounced similar to the name of any other subdivision located within the City or the City's extraterritorial jurisdiction, unless the subdivision is contiguous to a recorded subdivision and the plat represents an additional installment or increment of the original subdivision.
- Names of contiguous subdivisions and the owners of contiguous parcels of un-subdivided land, and an indication of whether or not contiguous properties are platted.
- The locations of contiguous lots, blocks, streets, easements, rights-of-way, parks and public facilities.
- Subdivision boundary lines indicated by heavy lines and the computed acreage of the subdivision.
- Existing site information as follows:
 - The exact location, dimensions, name and description of all existing or recorded streets, alleys, drainage structures, reservations, easements or public rights-of-way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries;
 - The exact location, dimensions, description and name of all existing or recorded residential lots, parks, public areas and significant sites within or contiguous with the subdivision.
- The location, dimensions, description and name of all proposed streets, alleys, parks, public areas, reservations, easements or rights-of-way, blocks, and lots.
- Date of preparation, scale of plat, and north arrow.
- Topographical information shall include contours on the basis of five (5) vertical feet in terrain with a slope of two percent (2%) or more, and on a basis of two (2) vertical feet in terrain of less than two percent. Contour lines shall be based upon City datum, if available.
- Location of City limits line, the outer border of the City's extraterritorial jurisdiction, and zoning district boundaries if they traverse the subdivision, form part of the boundary of the subdivision, or are contiguous to such boundary. This shall be shown on all copies submitted to the City and will not be required on the final plat.
- The preliminary plat shall indicate by lot the proposed land use and proposed density on all copies submitted. This information will not be required on the final plat.
- A number or letter to identify each lot or site and each block.
- Any setback lines that are proposed to be more restrictive than the Zoning Ordinance.
- Additional information as may be required by state law, the Planning Director, City Engineer, or the Commission.
- Land subject to any special flood hazard zone according to the City's adopted flood maps.

Continued on next page.

Preliminary Street and Utility Schematic layout. The following shall be provided on the preliminary plat or on separate sheet(s). Label the sheets accordingly:

- A preliminary street plan with right-of-way and paving widths of all streets, alleys and the location of all sidewalks.
- A preliminary plan of the water system showing the approximate location and size of existing and proposed water lines, fire hydrants, and the location and size of existing mains to which the system will be connected.
- A preliminary plan for wastewater disposal systems including the location of wastewater lines pipe size, and points of discharge or any disposal sites, including lands subject to flooding.
- A preliminary plan of the drainage system with location of channels, storms sewer and detention or retention basins.



**2018
PLANNING COMMISSION MEETING CALENDAR
Council Chambers
6:00 p.m.**

Meeting Date (Tuesday unless otherwise noted)	Application Deadline for Plats ¹ Zone Changes and SUPs Wednesday by 4:00 p.m.	Plat Comments Distributed ¹	Last Date Zoning Signs Must be Placed on Property	Meeting Date for Plat Re-submittals ² /Reports Due to Mgr
January 9	Nov 20, 2017 (Mon)	Dec 8, 2017	Dec 18, 2017	Dec 19, 2017
February 6	December 27, 2017	Jan 12	Jan 22	Jan 23
March 6	Jan 24, 2018	Feb 9	Feb 16	Feb 20
April 3	Feb 21	Mar 9	Mar 19	Mar 20
May 1	Mar 21	April 6	April 16	April 17
June 5	April 25	May 11	May 21	May 22
July 3	May 23	June 8	June 18	June 19
August 7	June 27	July 13	July 23	July 24
September 5 ³ (Wed)	Aug 1	Aug 17	Aug 27	Aug 28
October 3 ⁴ (Wed)	Aug 22	Sept 7	Sept 17	Sept 18
November 7 ⁵ (Wed)	Sept 26	Oct 12	Oct 22	Oct 23
December 4	Oct 24	Nov 9	Nov 19	Nov 19 (Mon)
Jan 8, 2019	Nov 20 (Tues)	Dec 7, 2018	Dec 17, 2018	Dec 18, 2018
Feb 5, 2019	Dec 26, 2018	Jan 11, 2019	Jan 21, 2019	Jan 22, 2019

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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 Mtg moved from Tuesday to Wednesday due to Budget meetings on 9/4/18.
 4 Mtg moved from Tuesday to Wednesday due to Tx National Night out 10/2/18.
 5 Mtg moved from Tuesday to Wednesday due to National Election (Wurstfest Nov 2 to Nov 11, 2018).