



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

CC/Cash/Check No.: _____
 Amount Recd.: \$ _____
 Receipt No.: _____
 Case No.: _____

Submittal date – office use only

Master Plan Minor Revision Application

Changes that exceed Sec. 118-22(h)(1) will be considered a major revision and must be processed as a NEW Master Plan application.

General:

1	Approved Master Plan Name									
2	Nearest Street Intersection or Address									
2	Date Plan Approved		Approval Body	Planning Commission			Staff			
3	Approved waiver(s) associated with the master plan?					NO		YES		
4	If YES, list approved waiver case number(s)									
	Plat section(s) waived									
5	Total Acreage									
6	Number of Maximum Proposed Lots									
	Res		Comm.		Park		Drainage		Open Space	

Boundaries:

7	City Limits		IN		OUT	
8	County		Comal		Guadalupe	
9	School District	CISD		NBISD		Other
10	Adjacent TxDOT Roadway ¹	NO	YES	Road Name		
11	Utility District	NBU		GVEC		GBRA
		Green Valley		Clear Springs		Other

Application Fee Schedule: Fees to Plat

Notification of completeness status along with payment amount due will be emailed to the Applicant by 4:00 p.m. the Thursday after the deadline. Payment must be made by 4:00 p.m. the Friday after the deadline. Incomplete or late payments will result in rejection of the application submittal. See page 3 for calendar deadline dates.

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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	Revised Master Plan
		4	Letter of Explanation
		5	Redlined Master Plan
		6	Master Plan Approval Letter

Property Owner Authorization:

As the property owner of the Proposed Subdivision, I hereby authorize City of New Braunfels' staff to visit and inspect the subject property for which this application is being submitted.

Additionally, I have reviewed the Subdivision Application Instructions, the requirements of this application and related checklist(s), and hereby confirm all required materials demonstrating compliance with city codes and regulations are attached.

<input type="checkbox"/>	I will represent my application before City Staff and/or Planning Commission as the Applicant		
<u>OR</u>			
<input type="checkbox"/>	I will represent my application before City Staff and/or Planning Commission as the Applicant		
Owners Signature		Date	
Owners Name (printed)		Phone #	
Mailing Address (City, State, Zip)			
E-Mail Address			

Authorized Agent Statement:

Please Note: The signature of the Authorized Agent confirms the Authorized Agent has reviewed the Plat Application Instructions, requirements of this application and related checklist(s) and hereby confirms all required materials are attached demonstrating compliance with city codes and regulations.

Authorized Agent Signature		Date	
Agents Name (printed)			
Company		Phone #	
Mailing Address (City, State, Zip)			
E-Mail			



2021
PLANNING COMMISSION MEETING CALENDAR
FOR SUBDIVISION PLATS
Council Chambers
6:00 p.m.

Meeting Date (Tuesday unless otherwise noted)	Plat Application Deadline Receipt of Applications MONDAY only between 8 am and NOON deadline	Staff Plat Review Meeting (Completeness Check)	Completeness Notification (Incomplete application will be rejected)
Tuesday, December 1, 2020	Monday, November 2, 2020	Thursday, November 5, 2020	Friday, November 6, 2020
Tuesday, January 5, 2021	Monday, December 7, 2020	Thursday, December 10, 2020	Friday, December 11, 2020
Tuesday, February 2, 2021	Monday, January 4, 2020	Thursday, January 7, 2021	Friday, January 8, 2020
Tuesday, March 2, 2021	Monday, February 1, 2021	Thursday, February 4, 2021	Friday, February 5, 2020
Tuesday, April 6, 2021	Monday, March 8, 2021	Thursday, March 11, 2021	Friday, March 12, 2021
Tuesday, May 4, 2021	Monday, April 5, 2021	Thursday, April 8, 2021	Friday, April 9, 2021
Tuesday, June 1, 2021	Monday, May 3, 2021	Thursday, May 6, 2021	Friday, May 7, 2021
Tuesday, July 6, 2021	Monday, June 7, 2021	Thursday, June 10, 2021	Friday, June 11, 2021
Tuesday, August 3, 2021	¹Tuesday, July 6, 2021	Thursday, July 8, 2021	Friday, July 9, 2021
²Wednesday, September 8, 2021	Monday, August 9, 2021	Thursday, August 12, 2021	Friday, August 13, 2021
³Wednesday, October 6, 2021	⁴Tuesday, September 7, 2021	Thursday, September 9, 2021	Friday, September 10, 2021
Tuesday, November 2, 2021	Monday, October 4, 2021	Thursday, October 7, 2021	Friday, October 8, 2021
Tuesday, December 7, 2021	Monday, November 8, 2021	Thursday, November 11, 2021	Friday, November 12, 2021
Tuesday, January 4, 2022	Monday, December 6, 2021	Thursday, December 9, 2021	Friday, December 10, 2021

¹ Moved from Monday as City Hall is closed for Independence Day 07/05/2021
² Meeting moved from Tuesday to Wednesday due to Budget Meetings on 09/07/2021
³ Meeting moved from Tuesday to Wednesday due to National Night Out 10/05/2021
⁴ Moved from Monday to Tuesday due to City Hall being closed 09/07/2021 for Labor Day Wurstfest 11/05/2021-11/14/2021