



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

Plat for Recordation Submittal Application

General:

1	Plat Name, Unit #			
2	Applicant			
3	Email Address		Phone Number	

REQUIRED DOCUMENTS

All documents must be submitted digitally via dropbox link to plats@nbtexas.org. Attachments listed below marked under "paper copy" must be submitted to Planning & Development Services front counter at City Hall, located at 550 Landa Street.

City	Applicant	Paper Copy Required	Recordation Checklist (INCOMPLETE SUBMITTALS WILL PROLONG THE RECORDING TIME)			
		X	Plat - White 20# Bond Paper, 18 x 24			
			All signatures are complete on plat (owner, surveyor)			
			Notary and surveyor seals are legible			
		X	Original Tax Certificate(s)			
			Must show taxes paid in full for current year			
			Tax certificate(s) acreage total must be equal to or greater than total acreage included on plat			
			Tax certificate(s) survey must match legal description			
			Cannot be a copy. Certificates must have wet signature and raised seal for Guadalupe County <u>or</u> original blue ink stamp for Comal County. Tax receipts are not acceptable.			
			Letter of Explanation from surveyor indicating what changes have been made to approved plat (see plat approval letter).			
			Park Fees (in-lieu-of park land dedication and development) or compliance letter. <i>(Residential plats only)</i>			
			Have Construction Plans been submitted/approved?	NO	YES	
			If yes, Construction Plans permit number:			
			Has Performance Bond been approved?	NO	YES	
			If yes, attach Final Acceptance letter from City Engineering Division.			
			Has a Construction Bond been approved if the project is in the ETJ?	NO	YES	

Licensed Engineer/Surveyor:

Licensed Engineer/Surveyor Signature		Date	
Licensed Engineer/Surveyor Name (printed)			
Company		Phone #	
Mailing Address (City, State, Zip)			
E-Mail			