

Subdivision Application Instructions

- A predevelopment meeting during preliminary design of the project is highly recommended. Schedule one [here](#).
- Subdivision plat applications are to be submitted digitally in a Dropbox link via email to Plats@nbtexas.org. Otherwise, provide a USB with all required documents and form of payment to Planning Division Staff at the Planning and Development Services counter in City Hall.
- **Submittals are due between the hours of 8:00 a.m. and 12:00 p.m. (noon) on the subdivision submittal date indicated in the current application. See [schedule](#). Early, late, or incomplete submittals will not be accepted.**
- Use the current application located on the City's website ([Applications](#)). Non-current applications are considered expired and will not be accepted.
- **Incomplete, incorrect, expired or late applications cannot be accepted for review.**
- If the property owner is not able to sign the application, the authorization letter MUST contain ALL of the information indicated in the Property Owner Authorization on the application. See sample [Owner Authorization Letter](#) page 4.
- **Fees** – utilize the appropriate online Fee Calculator to calculate the fees required by clicking on the Calculate Fees tab within each of the following links: [Master Plan](#), [Preliminary Plat](#), or [Final Plat](#) (Minor Plats, Amending Plats, and Replats are under the Final Plat fee calculator tab). Include a digital copy of the completed form with the application submittal.
- Letters of Certification (LOC) must be obtained from the indicated agencies/departments and submitted as a PDF copy of the LOC acceptance letter. See [sample LOCs](#) page 5. (TxDOT, utilities, water well, OSSF).
- **All materials identified as Required Attachments on the application form must be included with the application submittal and labeled according to the Digital Document Standards (Page 2 below).**
- Leave no blanks on application and place a check mark on each line item under Required Attachments if you have supplied that information or document. Indicate with N/A if the item does not apply to your subdivision. Incorrect use of N/A will be cause for rejection of the application. 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 website. [Code of Ordinances](#)
- Project Letters. See detailed explanation of what to include by application type on Page 2.
- (In person submittals) Digital copies shall be submitted on a USB drive. No DVDs or CDs will be accepted. USB drives will be returned upon receipt of submittal. Documents on USB drive shall comply with the sizing and labeling (File ID #) indicated under Digital Document Standards on Page 2.
- A technical completeness check of the submittal package will be performed after the submittal package is received. Applications will be returned for failure to comply with the technical requirements relating to the form and content of the permit application. Notification of completeness status will be emailed to the Applicant by 4:00 p.m. the Thursday after the deadline.

Project Letter – in one page or less, explain the proposed project. To include:

- Master Plan: acreage; land uses and lot types; detail of the location (Example: *Approximately 500 feet East of Main St. and Express Way intersection, on south side*); specify requested waivers; specify how phasing will facilitate the proposed development; describe what public infrastructure will be constructed and within what phase; if park land and/or open space is proposed describe how it will be integrated and used; and, signed by owner or authorized agent.
- Preliminary Plat: acreage; number of lots by land use; detail of the location (Example: *Approximately 500 feet East of Main St. and Express Way intersection, on south side*); specify how the proposed preliminary plat facilitates the approved master plan; specify requested waivers; describe public improvements and when/how they will be constructed by included phases (final plats); specify details regarding proposed parkland and/or open space; and, signed by owner or authorized agent.
- Final Plat: acreage; number of lots by land use; detail of the location (Example: *Approximately 500 feet East of Main St. and Express Way intersection, on south side*); specify requested waivers; describe public improvements; specify other improvements, onsite or offsite, that will be constructed with the proposed project; and, signed by owner or authorized agent.
- Revised Final Plat; acreage; number of lots by land use; detail of the location (Example: *Approximately 500 feet East of Main St. and Express Way intersection, on south side*); specify how the proposed final plat differs from the previously approved final plat; specify requested waivers; describe public improvements; specify other improvements, onsite or offsite, that will be constructed with the proposed project; and, signed by owner or authorized agent.
- All remaining final plat types: acreage; number of lots by land use; detail of the location (Example: *Approximately 500 feet East of Main St. and Express Way intersection, on south side*); specify requested waivers; describe purpose of the plat; and, signed by owner or authorized agent.

Digital Document Standards

All documents submitted digitally shall comply with the following standards:

- Minimum resolution of 300 dpi.
- All files/documents shall be in PDF format.
- Multiple page documents shall be saved as one PDF.
- Each document shall be “flattened.”
- **The name of each document** shall begin with the File ID # number indicated on the Required Attachments table of the application. Following the File ID #, label the document as the name listed in the Required Attachments table in **bold**. If multiple documents are associated with one required attachment, name each document according to the required naming convention and consecutively number each document. Samples:

2 Project Letter

3 Application

4 Deed 1

4 Deed 2

4 Deed 3

5 Master Plan

6 Survey

7 Parks Letter

9 TIA Worksheet

22 Easements & Restrictions

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	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, 2021	Thursday, January 7, 2021	Friday, January 8, 2021
Tuesday, March 2, 2021	Monday, February 1, 2021	Thursday, February 4, 2021	Friday, February 5, 2021
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 07/5/21
 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 11/5/21-11/14/21

Property Owner Authorization

Proposed Subdivision: _____
Acreage: _____

As the property owner of the property described in the deed for the land included within the Proposed Subdivision, I hereby authorize the person named under Authorized Agent to act on my behalf, as Applicant, in processing subdivision applications before City Staff and/or Planning Commission

I also 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 _____ application and related checklist(s), and hereby confirm all required materials demonstrating compliance with city codes and regulations will be submitted by the Authorized Agent.

_____ Signature		_____ Date		
_____ Name (printed)		_____ Phone	_____ Cell	
_____ Address		_____ City	_____ State	_____ Zip
_____ Email Address				

Authorized Agent Name: _____

Company: _____

_____ Mailing Address		_____ City	_____ State	_____ Zip
_____ Phone	_____ Cell	_____ Email Address		

Sample LOCs

TxDOT Certification

The proposed subdivision, _____, is located adjacent a TxDOT roadway(s). Signature on this document certifies the district office for TxDOT has reviewed the proposed subdivision and has confirmed its compliance with TxDOT regulations and has no objection to access or drainage.

Subdivision: _____

Total acreage: _____

Residential Lots: _____ Commercial Acreage: _____

TxDOT Roadway(s): _____

Circle one

No Yes: The proposed subdivision will be limited to ____ access points onto _____ and ____ access points onto _____.

No Yes: A 1-foot non-access easement will be required along _____.

No Yes: TxDOT has reviewed and accepted the TIA for the proposed subdivision.

No Yes: Conditions of approval are attached. A reduced copy of the approved plan/plat is attached.

Signature

Date

Name

Title

Email

Phone

Utility Certification

The proposed subdivision, _____, is located within the CCN of _____ (utility provider) for the provision of _____ (service type). Signature on this document certifies that _____ (utility provider) has the means and capacity of serving the proposed subdivision for the following use:

____ residential units

____ (square feet/acreage/LUEs) for _____ nonresidential use

Subdivision: _____

Total acreage: _____

Residential Lots: _____ Commercial Acreage: _____

Circle one

No Yes The proposed subdivision will be required to extend utilities, water/wastewater, to the proposed project.

The nearest water connection: _____ (line size) located _____ (feet or miles) from the subject property.

The nearest wastewater connection: _____ (line size) located _____ (feet or miles) from the subject property.

No Yes The proposed subdivision will be required to extend utilities throughout the proposed subdivision.

No Yes The proposed subdivision will be required to upsize _____ utility as specified... (here or in an attached document).

No Yes The proposed subdivision will be required to extend utilities to provide access to adjacent development. Provide details regarding utility, size and location requirements.

Signature

Date

Name

Title

Email

Phone

Water Well Certification

The proposed subdivision, _____, is located outside the CCN of a utility provider for the provision of public water. Signature on this document certifies that Comal/Guadalupe County has confirmed the proposed subdivision meets the governing regulations to obtain individual well permits for:

____ residential units

____ (square feet/acreage/LUEs) for _____ nonresidential use

Subdivision: _____

Total acreage: _____

Residential Lots: _____ Commercial Acreage: _____

Circle one

No Yes: Conditions of approval are attached. A reduced copy of the approved plan/plat is attached.

Signature

Date

Name

Title

Email

Phone

Onsite Sanitary Sewage Facility (OSSF) Certification

The proposed subdivision, _____, is located outside the CCN of a utility provider for the provision of public wastewater. Signature on this document certifies that Comal/ Guadalupe County has confirmed the proposed subdivision meets the governing regulations to obtain individual onsite sewage facility permits for:

____ residential units

____ (square feet/acreage/LUEs) for _____ nonresidential use

Subdivision: _____

Total acreage: _____

Residential Lots: _____ Commercial Acreage: _____

Circle one

No Yes: Conditions of approval are attached. A reduced copy of the approved plan/plat is attached.

Signature

Date

Name

Title

Email

Phone