



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

Amendment to Final Plat Application

General:

1	Name of Recorded Subdivision Plat, Unit # if any					
2	Property Address					
3	County Plat Records	Volume		Page		Or Document No.
4	Total Acreage					
	Lots to be Combined:		Resulting Lot No.			

Boundaries:

6	City Limits		IN		OUT	
7	County	Comal	Guadalupe	If Guadalupe County, do NOT use this application form.		

Contact Information:

Owner's Name(s)			
Owner Address			
Phone		Email	

The signature(s) affixed below will certify that the owner of the described property does hereby amend the plat of the property so as to combine the referenced lots into a single lot. If there is an easement or easements running along the common boundary line which is being removed by the combination of the lots into a single lot or tract, then the property owner is responsible for obtaining releases or permission from all affected utilities or owners that have an interest in the easement(s) before the lots can be combined. The property owner acknowledges that this Amendment to Plat will not dissolve or alter any existing easements or other property interests that may exist within the boundaries of this property that are not adjacent to the common boundary line that is being removed by the consolidation of the lots or tracts. The owner also certifies that any and all lienholders have acknowledged this Amendment to Plat as per the attached Lienholder's Acknowledgement(s), if applicable.

 (Owner's Signature)

 (Owner's Signature)

 (Name Printed)

 (Name Printed)

STATE OF TEXAS §
 COUNTY OF _____ §

SWORN TO AND SUBSCRIBED before me by _____
 _____ on the _____ day of _____.

APPROVED BY PLANNING DIRECTOR ON _____

THE ____ DAY OF _____.

 PLANNING DIRECTOR

NOTARY PUBLIC

FOR RECORDING PURPOSES ONLY

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	Recorded Plat
		4	Lot Configuration (Please outline the lots to be combined with one bold line and place a 'Z' on the shared lot line to show it being combined)
		5	Deed (indicating current ownership of the lots or tracts)
		6	Original Tax Certificates (current year issued by Tax Office showing no outstanding taxes due)
		7	Comments or Releases from all affected public utilities or the holder of any other easement within the lots. (check if applicable)
			NBU
			Time Warner Cable
			AT&T/Southwestern Bell
			Other
			Pedernales Electric Cooperative
			Crystal Clear Water Supply Corp.
			GVTC
			Other
The City does not record the documents listed above. They should be recorded by property owner prior to submitting the "Amendment to Plat" application to the City			

Application Fee Schedule: Fees to Plat

Application Fees – Credit card, cash, e-check, or check (checks must be made payable to City of New Braunfels)
\$500.00 plus \$100.00 per acre (\$1,000.00 max)
Technology Fee 3% of Application fee
Recordation Fees – Check only (checks must be made payable to Comal County and include phone number, D.O.B., DL #, DL Expiration) NO TEMPORARY CHECKS
\$121.00 fee for first page of plat
\$100.00 for each additional page
\$4 for each tax certificate submitted

Instructions to Submit This Application:

1. All required attachments must be submitted in digital and paper format.
2. Digital attachments must be saved on a USB drive and submitted along with paper copies to the Development Planning Division located at City Hall.
3. Tax Certificates must have original signature and raised seal. Contact Comal County Clerk's Office to obtain at (830) 221-1230.
4. Payment of fees must be provided upon submittal of this application. Application fees can be processed at time of application submittal and a receipt will be provided. Recordation fees will be processed by County at time of recordation. Receipts for the recordation fees will be provided upon pick up of recorded documents.



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