



Planning & Development Services Department
550 Landa Street
New Braunfels, Texas 78130
(830) 221-4041(ext 2) www.newbraunfels.gov

Plat for Recordation Submittal Application

General:

1	Plat Name		
2	Primary Contact	Phone Number	
3	Email Address		
4	Plat Case Number		

REQUIRED DOCUMENTS

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) Items in ORANGE are required documents; Items in WHITE are required information to be included in the document/on this page					
		<input checked="" type="checkbox"/>	Plat - White 20# Bond Paper, 18 x 24					
			All signatures are original and complete on plat (owner, surveyor)					
			Notary and surveyor seals are original and legible					
			Plat – Digital copy in DWG format uploaded to case in ProjectDox. MUST meet following requirements:					
			File format 2019 version or earlier					
			NAD 1983 State Plane Texas South Central FIPS 4204 (US Survey feet).					
			Grid scale					
			All x-referenced files must not be in blocks.					
		<input checked="" type="checkbox"/>	Check Made Payable to County (see page 2 for recordation fees)					
		<input checked="" type="checkbox"/>	Original Tax Certificate(s)					
			Must show taxes paid in full for current tax year (Note: tax year begins on October 1st each 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.					
			Plat Approval Letter issued by City Development Planning Division uploaded to case in ProjectDox.					
			Letter of Explanation from surveyor indicating what changes have been made to approved plat (see plat approval letter) uploaded to case in ProjectDox.					
			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			

Recordation Fee Schedule (Checks only):

Comal County Recordation Fees		
Plat/Map (reference Texas Local Gov't Code 232)		\$120.00
Each Additional Page		\$100.00
Tax Certificates (each)		\$4.00

Guadalupe County Recordation Fees		
Plat/Map (reference Texas Local Gov't Code 232)		\$120.00
Each Additional Page		\$100.00
Tax Certificates		No Additional Charge

Check Details – Required information must be written on check		
City	Applicant	
		Must be made payable to the applicable County
		Phone Number
		Drivers License Number of signatory on personal checks only