City of New Braunfels

Engineering Division
550 Landa Street New Braunfels,
Texas 78130 (830) 221-4275

APPLICATION FOR PUBLIC INFRASTRUCTURE PERMIT

Date Application Fee Received: _____
Cash/Check No.: _____
Receipt No.: _____ Plat No.: _____

1. Is this application for public improvements associated with the platting process or a public infrastructure CIP?

☐ Platting process requirement ☐ CIP (City, Utiltiy, TxDOT, etc.)

2. Subdivision Plat Name: _____

Location Description/ Nearest Intersection: _____

Acreage: _____ No. of proposed lots: _____

Boundaries: ☐ City Limits ☐ ETJ County: ☐ Comal ☐ Guadalupe

3. Date of Final Plat Approval: _____

4. Subdivision Master Plan: ☐ Yes ☐ No Date approved: _____

If yes, provide a copy of the Master Plan and verify conformance

5. Planned Development District: ☐ Yes ☐ No Date approved: _____

If yes, provide a copy of the PDD development standards and concept/detail plan and verify conformance

6. Owner (Name/Title): _____

Address: _____

Telephone: _____ Email: _____

7. Applicant (Name/Title): _____

Address: _____

Telephone: _____ Email: _____

8. Licensed Engineer: _____

Mailing Address: _____

Telephone: _____ Email: _____

9. Development drainage category (NB DCM Sec 2.1.2) ☐ Type 1 ☐ Type 2 ☐ Type 3

10. Is Water Quality Required? ☐ Yes ☐ No

11. Is a Stormwater Connection Fee proposed? ☐ Yes ☐ No

If yes, Application Stormwater Connection Eligibility will be required prior to permit issuance

12. Traffic Impact Analysis Requirement (NB CO Sec. 114-99 Sec. 118-46) ☐ Worksheet ☐ Level 1 ☐ Level 2 ☐ Level 3

If previously approved, provide a copy of the Traffic Impact Analysis and verify conformance

13. Existing improvements on property: ☐ Yes ☐ No **Planned Demolition**: ☐ Yes ☐ No

If yes, demolition permit approval will be required prior to permit issuance.

14. Is any part of the property within the Edwards Aquifer Regulatory Zone? ☐ Yes ☐ No

If yes, TCEQ permit approval will be required prior to permit issuance

15. Is access or other work proposed within TxDOT right-of-way? ☐ Yes ☐ No

If yes, TxDOT permit approval will be required prior to permit issuance

16. Is excavation within existing City of New Braunfels right-of-way included? ☐ Yes ☐ No

If yes, ROW Excavation permit approval will be required prior to permit issuance

17. Is the proposed project commercial? ☐ Yes ☐ No

If yes, tree removal permit approval will be required prior to permit issuance

18. Is any part of the property in a regulatory floodplain? ☐ Yes ☐ No

If yes, a floodplain permit application is required prior to construction permit application

REQUIRED OUTSIDE APPROVALS/PERMITS FOR PUBLIC INFRASTRUCTURE PERMIT SUBMITTAL PACKAGE
(ALL APPROVALS MUST BE RECEIVED TO PROCESS AND ISSUE PERMIT):

Submitted	Approved	Received	Service	Provider
☐	☐	☐	Water Utility	
☐	☐	☐	Sewer Utility	
☐	☐	☐	Electric Utility	
☐	☐	☐	Gas Utility	
☐	☐	☐	Phone	
☐	☐	☐	Cable	
☐	☐	☐	Texas Commission on Environmental Quality (TCEQ) (if applicable)	
☐	☐	☐	Texas Department of Transportation (TxDOT) (if applicable)	

REQUIRED ITEMS FOR SUBDIVISION CONSTRUCTION PERMIT SUBMITTAL PACKAGE
PAPERLESS DIGITAL SUBMITTALS ACCEPTABLE
(ALL ITEMS MUST BE SUBMITTED TO BE ACCEPTED FOR PROCESSING):

Office	Applicant	Required Item
☐	☐	Completed and signed application
☐	☐	Completed and signed checklist
☐	☐	Approved Subdivision Master Plan (if applicable)
☐	☐	Planned Development District standards and requirements (if applicable)
☐	☐	Project Drainage Report
☐	☐	Geotechnical report for the project site
☐	☐	Complete sets of subdivision construction plans
☐	☐	Traffic Impact Analysis (TIA) worksheet and approved report and approval letter if applicable

IMPORTANT NOTE:

This permit or application for permit does not relieve the applicant from any construction requirements that may need to be addressed with outside agencies. It is highly recommended that a permit be submitted to any outside agencies prior to submitting the Subdivision Construction permit application. Permit approval will be contingent upon utility purveyor approval; it is the responsibility of the applicant to coordinate with all applicable utility companies. Any changes required per utilities must be resubmitted to the City of New Braunfels for acceptance.

I hereby confirm that this application is complete and all required information is attached. I further agree to comply with all platting and subdivision design requirements of the City of New Braunfels. I understand that the Subdivision Construction permit will not be issued unless staff comments are satisfactorily addressed.

Date

Signature of Owner/Applicant

Print Name & Title

City of New Braunfels

CHECKLIST FOR PUBLIC INFRASTRUCTURE PERMIT

Date Application Received: _____ Permit No. _____

General:

N/A	Submitted	
❑	❑	North arrow and scale clearly shown on each plan sheet
❑	❑	Title blocks, title, sheet number, and legends shown
❑	❑	Each sheet must bear the date, seal and signature of a Licensed Professional Engineer per Texas Board of Professional Engineers Rule 137.33(f)
❑	❑	Existing, proposed, and future improvements are clearly identified
❑	❑	Name and location of existing and proposed easements on or adjacent to the development
❑	❑	Property boundaries

Cover Sheet:

❑	❑	Project name, legal description, location and the type of plans included
❑	❑	Location map on cover sheet with North arrow and scale
❑	❑	Index of sheets
❑	❑	Notes indicating the following:

- All responsibility for the adequacy of these plans remains with the engineer of record. In accepting these plans, the New Braunfels must rely upon the adequacy of the work of the engineer of record.
- If construction has not commenced within one-year of City approval for construction inspection, that approval is no longer valid.
- Development category (Type 1, 2, or 3)
- FEMA defined flood hazard area, if any, the project is located as well as the effective FIRM panel number and date
- Edwards Aquifer jurisdictional zone, if any, the project is located

General Notes:

❑	❑	New Braunfels General Construction Plan Notes
❑	❑	Sequence of Construction
❑	❑	Any notes required by other regulatory agencies

Final Plat:

❑	❑	Final plat to be included within plan set

Site Plan:

❑	❑	Required front, side, and rear setbacks (NB CO Chapter 144)
❑	❑	Boundary survey with dimensions and bearings
❑	❑	Locations of existing and proposed structures with distances between structures
❑	❑	Location and dimensions of driveways including approach detail and spacing between driveways and intersections (NB CO Sec. 114-98 (c), (d), and (f))
❑	❑	Location and widths of sidewalks

Drainage:

❑	❑	Sealed drainage report providing drainage calculations sufficient to show the proposed design and impacts to adjacent facilities (NB DCM Sec. 2.1.3(E)), if applicable
❑	❑	Existing and proposed drainage area maps showing watershed delineations, existing and proposed topographic contours, and existing and proposed drainage infrastructure (NB DCM Sec. 2.7)
❑	❑	Drainage impact assessment showing points of concentration used for analysis (NB DCM Sec. 2.2)
❑	❑	Analysis of 2-year, 10-year, 25-year, and 100-year storm events (NB DCM Sec. 2.6)

Storm Sewer Plan and Profiles:

- ❑ ❑ Plan view of all storm sewers including location, size, and elevation of all drainage facilities
- ❑ ❑ Profiles of all proposed storm sewers including existing and proposed finished grade, hydraulic grade lines, inlet and outlet velocity calculations, capacity, flow line elevations, and slopes (NB DCM Sec. 2.7)
- ❑ ❑ Inlet calculations for all inlets including ponding width (NB DCM Sec. 6.1)
- ❑ ❑ Storm sewer design parameters including size, length, material, and discharge (NB DCM Sec. 7)
- ❑ ❑ Appropriate drainage details

Creeks and Open Channels:

- ❑ ❑ Plan view of all channels including horizontal alignment, side slope, and the proposed access location (NB DCM Sec. 2.10.2 and Sec. 8)
- ❑ ❑ Profiles of all proposed channels including existing and proposed finished grade, hydraulic grade lines, velocity calculations, capacity, flow line elevations, and slopes (NB DCM Sec. 2.7)
- ❑ ❑ Cross sections for proposed channels showing channel geometry, side slopes, and 100-year water surface elevations

Detention and Retention Facilities:

- ❑ ❑ Plan view of all detention/retention facilities including pond geometry, inlet structure, outlet structure, maintenance access location and dimensions, and permanent erosion control measures (NB DCM Sec. 10)
- ❑ ❑ Maintenance schedule for the detention pond (NB DCM Sec. 2.10.1)
- ❑ ❑ A non-erodible pilot channel along proposed channel bottom including erosion protection details (NB DCM Sec. 10.1(E))
- ❑ ❑ Design data sufficient to verify compliance the New Braunfels Drainage and Erosion Control Design Manual Sec. 10 including stage-storage-discharge table, size, total capacity, velocity, water surface elevation, and freeboard
- ❑ ❑ Calculations demonstrating the emergency spillway conveys the 25-year storm event assuming pond is full (NB DCM Sec.10.1)

Water Quality:

- ❑ ❑ Detention filtration calculations, including minimum extended detention volume, water quality volume increased by a safety factor of 20%, and 24 hour draw down calculations (NB DCM 13.3.1)
- ❑ ❑ Flow path for the detention filtration from inlet to outlet that is twice the width of the basin (NB DCM 13.3.1)
- ❑ ❑ Design data sufficient to verify compliance with TCEQ or New Braunfels Drainage and Erosion Control Design Manual Sec. 13.3
- ❑ ❑ Maintenance schedule and plan for water quality controls (NB DCM 13.3.4)

Paving Plan and Profiles:

- ❑ ❑ Plan view of all proposed roadways including location and dimensions of existing and proposed right-of-way, streets, drives, sidewalks, and pedestrian crossing ramps
- ❑ ❑ Horizontal layouts and roadway alignments showing geometric data and other pertinent design details including horizontal curve data and stationing (NB CO Sec 118-46(s))
- ❑ ❑ Design details sufficient to verify adequate drainage including low points, drainage facilities, and washout crowns
- ❑ ❑ Show and dimension all driveways and include the spacing between adjacent and opposing driveways (NB CO Sec. 114-98 (c))
- ❑ ❑ Traffic control elements necessary for construction including striping and traffic buttons
- ❑ ❑ Vertical layouts showing geometric data and other pertinent design details including vertical curve data and stationing per AASHTO
- ❑ ❑ Existing and proposed ground at roadway center line, right-of-way, and top of curb
- ❑ ❑ Typical cross sections showing pertinent design details, including a single pavement design (NB CO Sec 118-46(s))
- ❑ ❑ Appropriate street details

- ❑ ❑ Geotechnical report providing sufficient data to support the single pavement design and lime requirement, if applicable
- ❑ ❑ Lime specification depicted as a pH or PI to be attained, if applicable

Pavement Marking and Signage:

- ❑ ❑ Pavement markings and signage plan in accordance with TMUTCD (NB CO Sec. 114-162)
- ❑ ❑ Signage plan notes compliant with New Braunfels General Construction Plan Notes
- ❑ ❑ Pavement markings and signage details
- ❑ ❑ Concrete header curbs and end of roadway markers complying with OM4-3 and required details, if applicable
- ❑ ❑ Traffic control plan in accordance with TMUTCD, if applicable

Erosion Control Plan:

- ❑ ❑ Existing and proposed grading
- ❑ ❑ Existing and proposed drainage features
- ❑ ❑ Contractor staging areas, vehicle access areas, temporary and permanent spoil storage areas
- ❑ ❑ The location, limits, size, and character of all temporary and permanent erosion control features (NB DCM Sec. 12)
- ❑ ❑ Appropriate erosion control details (Refer to City of San Antonio details)

Grading Plan:

- ❑ ❑ Existing and proposed one-foot contours
- ❑ ❑ Finished floor elevations (NB DCM Sec. 2.5 and Sec. 10.1(F))
- ❑ ❑ Description of vegetation establishment methods and schedule per TPDES requirements
- ❑ ❑ Survey control information including locations of all bench marks, permanent monuments and control points (NB CO Sec. 118-54)
- ❑ ❑ Flow arrows

Fire Division:

- ❑ ❑ Hydrant locations (IFC 2015 sec. 507) and distances from buildings (IFC 2015 sec. 503)
- ❑ ❑ Fire lanes and striping as required per IFC 2015 sec. 503
- ❑ ❑ Key boxes (IFC 2015 sec. 506)
- ❑ ❑ Secondary access (IFV 2015 sec. D107)

Planning Department:

- ❑ ❑ Tree protection and removal plan, if applicable

Utility Plan:

- ❑ ❑ Plan and profile, if applicable, of all proposed utilities required for development
- ❑ ❑ The following notes on all utility plan sheets:
  - "All utilities to be constructed prior to streets."
  - "No valves, hydrants, etc. shall be constructed within curbs, sidewalks, or driveways."
  - The Utility Trench Compaction Note from the Standard City Construction Plan Notes.
- ❑ ❑ Methods for compaction testing and details for deep utility trenches
- ❑ ❑ Appropriate utility details

I hereby confirm that this checklist is complete and all required information is attached.

Signature of Owner/Applicant	**Signature of Licensed Engineer**
Print Name & Title	**Print Name & Title**
Date	**Date**