



APPLICATION FOR LETTER OF CERTIFICATION

Date Application Fee Received: _____ Received By: _____
LOC. No.: _____

Engineering Division
550 Landa Street
New Braunfels, Texas 78130
(830) 221-4020

Department for Review: Public Works – Engineering Division

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

TIA Permit No.: _____ (separate process)

2. **Type of Request (select one):**

- ☐ Master Plan
☐ Preliminary Plat (Public Improvements Required)
☐ Final Plat (Public Improvements Not Required)

*Note: Certification for a **Final Plat** that requires public improvements is provided through a Public Infrastructure Permit. Public improvements are defined in the City of New Braunfels Code of Ordinances Section 118-2.*

3. **Subdivision Name:** _____

Location Description/Nearest Intersection: _____

Acreage: _____ No. of proposed lots: _____

No. of proposed residential lots: _____ No. of proposed commercial lots: _____

Present Zoning (if applicable): _____ Requested Zoning (if applicable): _____

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

4. **Planned Development District:** ☐ Yes ☐ No Date approved: _____

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

Present use of property: _____ **Purposed use of property:** _____

5. **Owner (Name/Title):** _____

Address: _____

Telephone: _____ Email: _____

6. **Applicant (Name/Title):** _____

Address: _____

Telephone: _____ Email: _____

7. **Licensed Engineer (Name/Company):** _____

Mailing Address: _____

Telephone: _____ Email: _____

8. **Authorized Agent (Name/Company):** _____

Mailing Address: _____

Telephone: _____ Email: _____

9. **Does the subdivision require access from a TxDOT maintained roadway?** ☐ Yes ☐ No

If yes, TxDOT Letter of No Objection to Access is required with this application.

10. **Does the subdivision propose to pay a Stormwater Connection Fee?** ☐ Yes ☐ No

If yes, Letter of Stormwater Connection Fee Approval is required prior to Application for Letter of Certification for a Preliminary Plat (Public Improvements Required).

11. **Development drainage report type:** ☐ Master Drainage Plan Report ☐ Preliminary Drainage Report

REQUIRED ITEMS FOR LETTER OF CERTIFICATION SUBMITTAL PACKAGE
(ALL ITEMS MUST BE SUBMITTED FOR THE TYPE OF REQUEST SELECTED ON PAGE 1)

Master Plan	
Applicant	Required Item
<input type="checkbox"/>	1. Completed and signed Application for Letter of Certification
<input type="checkbox"/>	2. Completed and signed Checklist for Master Plan Letter of Certification
<input type="checkbox"/>	3. Master Drainage Plan Report (see Drainage and Erosion Control Design Manual "DCM" 2.1.5)
<input type="checkbox"/>	4. Master Plan Exhibit
<input type="checkbox"/>	5. Approved Traffic Impact Analysis Determination Letter
<input type="checkbox"/>	6. Traffic Impact Analysis Worksheet
<input type="checkbox"/>	7. Traffic Impact Analysis Report (if applicable) <input type="checkbox"/> Must provide signed copy of scoping meeting

(ALL ITEMS MUST BE SUBMITTED FOR THE TYPE OF REQUEST SELECTED ON PAGE 1)

Preliminary Plat (Public Improvements Required)	
Applicant	Required Item
<input type="checkbox"/>	1. Completed and signed Application for Letter of Certification
<input type="checkbox"/>	2. Completed and signed Checklist for Preliminary Plat (Public Improvements Required) Letter of Certification
<input type="checkbox"/>	3. Preliminary Drainage Report (see Drainage and Erosion Control Design Manual "DCM" 2.1.4)
<input type="checkbox"/>	4. Preliminary Street and Utility Drawings
<input type="checkbox"/>	5. Preliminary Plat Exhibit
<input type="checkbox"/>	6. Approved Traffic Impact Analysis Determination Letter
<input type="checkbox"/>	7. Traffic Impact Analysis Worksheet
<input type="checkbox"/>	8. Traffic Impact Analysis Report (if applicable) <input type="checkbox"/> Must provide signed copy of scoping meeting
<input type="checkbox"/>	9. Stormwater Connection Eligibility (sec 143.20) Approval (or letter saying it does not apply)
<input type="checkbox"/>	10. Project letter

(ALL ITEMS MUST BE SUBMITTED FOR THE TYPE OF REQUEST SELECTED ON PAGE 1)

Final Plat (Public Improvements <u>not</u> Required) (if filing this, Public Infrastructure is <u>not</u> proposed or required with this project)	
Applicant	Required Item
<input type="checkbox"/>	1. Completed and signed Application for LOC
<input type="checkbox"/>	2. Completed and signed Checklist for Final Plat (Public Improvements Not Required) Letter of Certification
<input type="checkbox"/>	3. Preliminary Drainage Report <i>or</i> Letter of No Change in Drainage (see Drainage and Erosion Control Design Manual "DCM" 2.1.4)
<input type="checkbox"/>	4. Final Plat Exhibit
<input type="checkbox"/>	5. Approved Traffic Impact Analysis Determination Letter
<input type="checkbox"/>	6. Traffic Impact Analysis Worksheet use ITE 11th edition
<input type="checkbox"/>	7. Traffic Impact Analysis Report (if applicable) <input type="checkbox"/> Must provide signed copy of scoping meeting use ITE 11th edition
<input type="checkbox"/>	8. Stormwater Connection Eligibility (sec 143.20) Approval (or letter saying it does not apply) N/A
<input type="checkbox"/>	9. TXDOT approval of TIA N/A
<input type="checkbox"/>	10. Project letter

IMPORTANT NOTE:

This application does not relieve the applicant from compliance with requirements from outside agencies. Any changes required by outside agencies must be resubmitted to the City of New Braunfels for review and approval. Completion of an application does not constitute acceptance by the City of New Braunfels or filing with the Planning Commission.

****All applications will be denied after 180 days of non-response.**

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 Public Works Certification will not be issued unless staff comments are satisfactorily addressed.

Signature of Owner/Applicant

Date

Print Name & Title