



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

## 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)**

<b>Master Plan</b>	
<b>Applicant</b>	<b>Required Item</b>
<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)**

<b>Preliminary Plat (Public Improvements Required)</b>	
<b>Applicant</b>	<b>Required Item</b>
<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)**

<b>Final Plat (Public Improvements <u>not</u> Required) (if filing this, Public Infrastructure is <u>not</u> proposed or required with this project)</b>	
<b>Applicant</b>	<b>Required Item</b>
<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 or 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 <b>use ITE 11th edition</b>
<input type="checkbox"/>	7. Traffic Impact Analysis Report (if applicable) <input type="checkbox"/> Must provide signed copy of scoping meeting <b>use ITE 11th edition</b>
<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.

\_\_\_\_\_  
**Date**

**Signature of Owner/Applicant** \_\_\_\_\_

**Print Name & Title** \_\_\_\_\_