



**Planning & Development Services Department**

550 Landa Street

New Braunfels, Texas 78130

(830) 221-4041

[www.newbraunfels.gov](http://www.newbraunfels.gov)

**Amendment to Final Plat Application (Combining Two Lots)**

**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:**

5	City Limits				IN		OUT	
6	County	Comal		Guadalupe		<b>If Guadalupe County, do NOT use this application form.</b>		

**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 \_\_\_\_\_, \_\_\_\_\_.

(Notary Stamp)

APPROVED BY PLANNING ON

THE \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
PLANNING MANAGER

FOR RECORDING PURPOSES ONLY

**Required Attachments:**

City	Applicant	File ID #	Attachment												
		1	<b>Application</b> (paper copy completed, notarized, and signed by owner, submitted to Planning Department front counter.)												
		2	<b>Deed</b> (indicating current ownership of the lots or tracts)												
		3	<b>Original Tax Certificates</b> (two paper copies submitted to Planning Department front counter; current year issued by Tax Office showing no outstanding taxes due.)												
		4	<b>Comments or Releases</b> from all affected public utilities or the holder of any other easement within the lots. (check if applicable)												
			<table><tr><td>NBU</td><td>Pedernales Electric Cooperative</td><td></td></tr><tr><td>Time Warner Cable</td><td>Crystal Clear Water Supply Corp.</td><td></td></tr><tr><td>AT&amp;T/Southwestern Bell</td><td>GVTC</td><td></td></tr><tr><td>Other</td><td></td><td></td></tr></table>	NBU	Pedernales Electric Cooperative		Time Warner Cable	Crystal Clear Water Supply Corp.		AT&T/Southwestern Bell	GVTC		Other		
NBU	Pedernales Electric Cooperative														
Time Warner Cable	Crystal Clear Water Supply Corp.														
AT&T/Southwestern Bell	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

**Fee Schedule:** 2 separate fees are required

<b>Application Fees – Credit card, cash, e-check, or check</b> (checks must be made payable to City of New Braunfels)
\$530.00 plus \$100.00 per acre
Technology Fee 3% of Application fee
<b>Recordation Fees in the amount \$128.00– Check only</b> (checks must be made payable to Comal County and include phone number, D.O.B., DL #, DL Expiration) <b>NO TEMPORARY CHECKS</b>
\$120.00 fee for first page of plat
\$4 for <b>each</b> tax certificate submitted

**Instructions to Submit This Application:**

1. Paper copies of the original signed application, original tax certificates and fee payments must be provided.
2. Tax Certificates must have original signature and raised seal. Contact Comal County Tax Office to obtain at (830) 221-1353.
3. 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.
4. This application does not require Letters of Certification (LOCs) and can be submitted to the city at any time.