



Customer Bulletin

Subject: Final Plat Recordation

Date: October 10, 2025

Purpose:

To enhance customer service and streamline the plat recordation process by offering an additional option for customers to record an approved and fully signed plat directly with the appropriate county clerk.

New Option for Plat Recordation:

Effective immediately, as part of New Braunfels' ongoing efforts to improve the efficiency and convenience of final plat processing, the City now offers customers the option to retrieve their fully signed subdivision plat from the City and submit it directly to the applicable county clerk for recordation.

To utilize this option, customers must:

- Provide current tax certificates confirming that no property taxes are due to the county clerk.
- Pay the applicable recordation fee directly to the county clerk.

Once the plat has been recorded, applicants are requested to provide a copy of the certified plat to the City for inclusion in the case file and future reference.

Continued City Support:

While this new option is available, the City will continue to transfer fully completed and authorized plats to the county clerk's office **every Thursday** for those who prefer to use the City-facilitated process.

This added flexibility aims to accommodate time-sensitive situations that can arise during the final stages of the recordation process.

Need Help?

For questions about plat submittal or the recordation process, please contact the Neighborhood and Community Planning Department at planning@newbraunfels.gov or (830) 221-4031.

Sincerely,

A handwritten signature in black ink that reads "Matthew Simmont".

Matthew Simmont, AICP
Planning Manager
Neighborhood and Community Planning

ONE CITY, ONE TEAM

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