



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

APPLICATION FOR SITE PREPARATION PERMIT

Date Application Fee Received: _____
 Received By: _____
 Cash/Check No.: _____ Amount Recd. \$ _____
 Receipt No.: _____ Plat No.: _____
 Permit No. _____

1. Subdivision/Plat Name: _____

Location Description/ Nearest Intersection: _____

Acreage: _____ No. of proposed lots: _____

Boundaries: City Limits ETJ County: Comal Guadalupe

2. Date of Final Plat Approval: _____

3. Subdivision Master Plan: Yes No Date approved: _____

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

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

5. Owner (Name/Title): _____

Address: _____

Telephone: _____ Email: _____

6. Applicant (Name/Title): _____

Address: _____

Telephone: _____ Email: _____

7. Licensed Engineer: _____

Mailing Address: _____

Telephone: _____ Email: _____

8. Development drainage category (NB DCM sec 2.1.2) Type 1 Type 2 Type 3

9. 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

10. Existing improvements on property: Yes No **Planned Demolition:** Yes No

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

11. 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

12. 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

13. 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

14. Is a dumpster pad required for the project? Yes No

If yes, City Solid Waste permit approval will be required prior to permit issuance

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

If yes, a floodplain permit application is also required

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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water Utility	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sewer Utility	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electric Utility	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gas Utility	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Phone	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cable	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Texas Commission on Environmental Quality (TCEQ) approval (if applicable)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Texas Department of Transportation (TxDOT) approval (if applicable)	

REQUIRED ITEMS FOR SUBDIVISION CONSTRUCTION PERMIT SUBMITTAL PACKAGE

(ALL ITEMS MUST BE ATTACHED TO BE ACCEPTED FOR PROCESSING):

Office	Applicant	
<input type="checkbox"/>	<input type="checkbox"/>	Completed and signed application
<input type="checkbox"/>	<input type="checkbox"/>	Completed and signed checklist
<input type="checkbox"/>	<input type="checkbox"/>	Application Fee: \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Subdivision Master Plan (if applicable) (2 copies, 1 pdf)
<input type="checkbox"/>	<input type="checkbox"/>	Planned Development District standards and requirements (if applicable) (2 copies, 1 pdf)
<input type="checkbox"/>	<input type="checkbox"/>	Project Drainage Report (1 copy, 1 pdf)
<input type="checkbox"/>	<input type="checkbox"/>	Complete sets of site preparation plans (3 copies, 1 pdf)
<input type="checkbox"/>	<input type="checkbox"/>	Traffic Impact Analysis threshold worksheet and study, if applicable (1 copy, 1 pdf)
<input type="checkbox"/>	<input type="checkbox"/>	Texas Commission on Environmental Quality (TCEQ) approval (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Texas Department of Transportation (TxDOT) approval (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 Site Preparation 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 Site Preparation permit will not be issued unless staff comments are satisfactorily addressed.

Signature of Owner/Applicant

Date

Print Name & Title



CHECKLIST FOR SITE PREPARATION 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))

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)
- 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)

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)

Utility Plan:

- Plan of all proposed utilities required for development
- The following notes on all utility plan sheets:
 - o "No valves, hydrants, etc. shall be constructed within curbs, sidewalks, or driveways."
- Appropriate utility details

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

Signature of Owner/Applicant

Date

Print Name & Title

Signature of Licensed Engineer

Date

Print Name & Company