



APPLICATION FOR CAPITAL PROJECTS ACCESS PERMIT

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

1. **Property Address:** _____

Legal Description: _____

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

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

Address: _____

Telephone: _____ Email: _____

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

Address: _____

Telephone: _____ Email: _____

4. **Is there currently permitted access to the property?** Yes No

5. **If Yes, width of existing access (feet):** _____

6. **Describe your request:** _____

7. **Is this request for a new access?** Yes No

If yes, please attach site plan showing requested location

How wide will the new access be? (min. 12 feet – max 30 feet) _____

8. **Is this request for the relocation of existing access?** Yes No

If yes, please attach site plan showing requested location

9. **Is this request for the modification of existing access?** Yes No

If yes, please attach site plan showing existing access and requested modification

Please describe requested modification _____

10. Escrow fee worksheet:

a. Application Fee (non-refundable): \$150.00

b. Engineering Fee (required): \$750.00

c. Construction Cost (per linear foot): \$75.00 x _____ LF = \$ _____

d. Total Fee (line a, b and c): \$ _____

Date Fee Received: _____

Received By: _____

Cash/Check No.: _____ Amount Recd. \$ _____

Receipt No.: _____

Permit No. _____

IMPORTANT NOTE:

This application for permit does guarantee the receipt of an approved permit. If the permit application is denied the Engineering Fee and Construction Cost (Escrow Fee Worksheet – Items b and c) will be refunded to you. The application fee is non-refundable. If application is approved, the City's Contractor will only construct access to the edge of the right-of-way. Applicant is responsible for any additional access needed on their private property including obtaining all necessary permits (see Sec. 114-94, B3).

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

Date

Signature of Owner/Applicant

Print Name & Title

PERMIT APPROVALS

☐ Approved

☐ Denied

Signature of City Engineer

Signature of Capital Programs Manager

Signature of Capital Project Manager