



Planning & Development Services Department

550 Landa Street

New Braunfels, Texas 78130

(830) 221-4050 www.newbraunfels.gov

Code Text Amendment Application

FEE: \$927

(\$900 application fee + \$27 technology fee (3%))

Any application that is missing information will be considered incomplete and will not be processed.

Applicant Name: _____

Mailing Address: _____

Telephone: _____ **Fax:** _____ **Mobile:** _____

Email: _____

Proposed Amendment to Section: _____

Proposed Amendment (attach additional sheets if necessary): _____

Reason for Request (attach additional or supporting information if necessary): _____

STAFF:
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

APPLICANT:

Completed application

Application Fee (\$927)

Newspaper Notice: \$236 (\$115 each for Planning Commission and City Council + 3% tech. fee)

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**PLEASE READ THE FOLLOWING
INFORMATION PRIOR TO SUBMITTING
AN APPLICATION**

APPLICATION DUE DATE/DATE OF HEARING:

All applications are due by the date on the calendar attached. Applications will be reviewed for completeness by Planning Division staff.

Any application that is missing information will be considered incomplete and will not be processed.

REQUIRED FEES:

Application Fee	\$900
Technology Fee	\$27 (3% of application fee)
Newspaper Notice	\$236 (\$115 each x 2 required + 3% tech. fee)

PROCESS/PROCEDURE:

1. Applicant has preliminary conference with a Planning staff member concerning the request.
2. Applicant fills out an application for code text amendment and submits said application with required filing fees.
3. Under certain conditions, the City will publish a notice of public hearing in the Herald at least 15 days prior to the meeting date.
4. A public hearing is held before the Planning Commission at which time the Commission makes a recommendation to the City Council.
5. A public hearing is held before the City Council.
6. An ordinance authorizing the code text amendment is read and voted upon at the same meeting at which the public hearing is held. If the ordinance passes the first reading, one more reading at a separate meeting is required.
7. If the ordinance passes both readings, the code text amendment becomes effective immediately upon the second and final reading. The applicant will be sent a copy of the ordinance signed by the Mayor.
8. If the ordinance fails at any of the two readings at City Council, it is considered denied at that point.

IF ADDITIONAL INFORMATION IS NECESSARY, CONTACT THE PLANNING DIVISION AT (830) 221-4050

INSTRUCTIONS FOR SUBMITTING THIS APPLICATION

This application can be submitted online using the City of New Braunfels permit portal. For instructions on how to submit this permit application, please read below.

1. Access the online permit portal at <https://nbpermits.nbtexas.org/publicaccess>. Once you arrive at the Portal Login Page you will need to create a username and password.
 - a. The username will need to be a valid email address and you will be informed of the status of your application via email.
 - b. Password Requirements are: Minimum of 8 characters and must include at least one uppercase, one lowercase, and a number. Passwords cannot match your email address, first, or last name.
2. Select the Create Application button at the top center of the page and click on the Planning/Zoning folder.
3. Navigate to the desired application on the following pages. The application will be titled the same as it is on page 1 of this document.
4. Once you have found the correct application type, click on it once and select the Begin Application button.
5. Enter the application information:
 - a. Main: Subject property location (if applicable) and description of the request.
 - b. People: Your contact information. The email address provided will receive status updates on the application as it proceeds through the review process. You can add additional email addresses to receive status updates, but the provided email addresses must have a permit portal account.
 - c. App Form: Questions relating to the application.
 - d. Attachments: Upload a digital copy of this application and all required documents listed on page (1). Attachments must be .pdf format and named as they are listed on this application. **ALL REQUIRED DOCUMENTS LISTED ON THE APPLICATION MUST BE ATTACHED OR THE APPLICATION IS CONSIDERED INCOMPLETE.**
 - e. Payment: The required fee to submit. Please note: all credit/debit card transactions will incur a 2.75% processing fee. We encourage you to utilize one of our free options which include cash, check or e-Check.

You will receive a confirmation email once the application is submitted. If the application is incomplete or requires corrections, you will be emailed by a staff member requesting the information that is necessary to continue review. **AN INCOMPLETE APPLICATION WILL NOT CONTINUE TO BE REVIEWED AND CAN DELAY THE PROCESS.** Communication from the portal system will originate from cwmessenger@newbraunfels.gov.

If you have any questions, please contact Development Planning Division Staff at planning@newbraunfels.gov or (830) 221-4050.



2022
PLANNING COMMISSION MEETING CALENDAR
Council Chambers
6:00 p.m.

Meeting Date (Tuesday unless otherwise noted)	Receipt of Zoning Applications MONDAY only between 8 am and NOON deadline	Completeness Notification (Incomplete application will be rejected)	Last Date Zoning Signs Must be Placed on Property
Tuesday, December 7, 2021	Monday, November 1, 2021	Thursday, November 4, 2021	Monday, November 22, 2021
Tuesday, January 4, 2022	Monday, November 29, 2021	Thursday, December 2, 2021	Monday, December 20, 2021
Tuesday, February 1, 2022	Monday, December 27, 2021	Thursday, December 30, 2021	¹Monday, January 17, 2022
Tuesday, March 1, 2022	Monday, January 24, 2022	Thursday, January 27, 2022	Monday, February 14, 2022
Tuesday, April 5, 2022	Monday, February 28, 2022	Thursday, March 3, 2022	Monday, March 21, 2022
Tuesday, May 3, 2022	Monday, March 28, 2022	Thursday, March 31, 2022	Monday, April 18, 2022
Tuesday, June 7, 2022	Monday, May 2, 2022	Thursday, May 5, 2022	Monday, May 23, 2022
Tuesday, July 5, 2022	²Tuesday, May 31, 2022	Thursday, June 2, 2022	Monday, June 20, 2022
Tuesday, August 2, 2022	Monday, June 27, 2022	Thursday, June 30, 2022	Monday, July 18, 2022
³Wednesday, September 7, 2022	Monday, August 1, 2022	Thursday, August 4, 2022	Monday, August 22, 2022
⁴Wednesday, October 5, 2022	Monday, August 29, 2022	Thursday, September 1, 2022	Monday, September 19, 2022
Tuesday, November 1, 2022	Monday, September 26, 2022	Thursday, September 29, 2022	Monday, October 17, 2022
Tuesday, December 6, 2022	Monday, October 31, 2022	Thursday, November 3, 2022	Monday, November 21, 2022
Tuesday, January 3, 2023	Monday, November 28, 2022	Thursday, December 1, 2022	Monday, December 19, 2022

¹ City Hall Closed for MLK – Pick up signs the Friday before at the latest
² Moved from Monday to Tuesday as City Hall is closed for Memorial Day – 05/31/2022
³ Meeting moved from Tuesday to Wednesday due to Budget Meetings on 09/06/2022
⁴ Meeting moved from Tuesday to Wednesday due to National Night Out 10/04/2022
 Wurstfest 11/05/2021-11/14/2021, 2022 dates unknown