

## Planned Development District Detail Plan Minor Revision Application

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

1. **Applicant - If owner(s), so state; If agent or other type of relationship, a letter of authorization must be furnished from owner(s) at the time submitted.**

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Email:** \_\_\_\_\_

2. **Property Address/Location:** \_\_\_\_\_

3. **Legal Description:**

**Name of Subdivision:** \_\_\_\_\_

**Lot(s):** \_\_\_\_\_ **Block(s):** \_\_\_\_\_ **Acreage:** \_\_\_\_\_

4. **County:**  Comal     Guadalupe    **School District:**  CISD     NBISD     OTHER: \_\_\_\_\_

5. **Is the property located in the floodway or floodplain:**  YES     NO

6. **Existing Use of Property:** \_\_\_\_\_

7. **Current Zoning:** \_\_\_\_\_

**Name of Planned Development District:** \_\_\_\_\_

8. **Proposed Revision(s)/or Reason for request (attach additional or supporting information if necessary):**

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**SUBMITTAL CHECKLIST:**

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

**APPLICANT:**

- Letter of Authorization for appointed agent *(if applicable)*
- Copy of deed showing current ownership.
- (If submitting a **CONCEPT PLAN REVISION(S)**) 6 copies of the Concept Plan.*
- (If submitting a **DETAIL PLAN REVISION(S)**) 6 copies of the Detail Plan.*
- (If submitting a **DEVELOPMENT STANDARDS REVISION(S)**) 6 copies of the Development Standards.*
- Application Fee: \$ 200
- Technology Fee: \$ 6  
3% of application fee  \$ 200 (application fee) x .03 = \$ 6

*Changes in detail plan:* Changes in the detail plan shall be considered the same as changes in the zoning ordinance and shall be processed as required in Section 2.3. Those changes which do not alter the basic relationship of the proposed development to adjacent property and which do not alter the uses permitted or increase the density, floor area ratio, height, or coverage of the site, or which do not decrease the off-street parking ratio or reduce the yards provided at the boundary of the site, as indicated on the approved detail plan, may be authorized by the Planning Director. Any applicant may appeal the decision of the Planning Director to the Planning Commission for review and decision as to whether an amendment to the Planned Development District ordinance shall be required.

**Please note:** The signature indicates that the owner or an authorized agent has reviewed the requirements of this application and attached checklist, and all items on this checklist have been addressed and complied with. The signature authorizes City of New Braunfels staff to visit and inspect the property for which this application is being submitted.

***The undersigned hereby requests a Detail Plan Revision(s) for the above described Planned Development District as indicated.***

\_\_\_\_\_  
Signature of Owner(s)/Agent

\_\_\_\_\_  
Date  
\_\_\_\_\_  
Print Name & Title

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

## SUBMITTAL INSTRUCTIONS – SUBMITTING ZONING APPLICATIONS DIGITALLY TO THE CITY OF NEW BRAUNFELS

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### Purpose:

To allow zoning applications to be submitted digitally through Dropbox. The Development Planning Division will accept digital submittals for all zoning applications including zone changes, special use permits, planned development applications, and sector plans.

### Scope:

Zoning applications are permitted to be submitted in a Dropbox link via email to [plats@nbtexas.org](mailto:plats@nbtexas.org). In addition to the requirements outlined in each application, the following requirements must be met in order to submit zoning applications digitally:

- No more than one application may be submitted in each email and the email subject line should be written as “(Address) (Application Type) Submittal”
- Applications must be submitted by 12:00 pm on the zoning application deadline date. See [Zoning Application calendar](#) for deadline dates.
- All files must be labeled the way they are listed within the required attachments list, by the File ID # and document label, found within each application. (Example: 1 - Application, 2 - Deed, 3 - Letter of Authorization, etc.)
- All files must be submitted as PDF file types.
- City staff will provide verification the submittal has been received and accepted for the Completeness Check upon receipt of a complete submittal.
- If City staff is unable to access the required submittal documents, you will be notified, and it will result in a rejection of the submittal.

Once a complete submittal has been received within the designated timeframe, staff will review for the Completeness Check and provide notification whether the application has been accepted or rejected as incomplete. If the application is accepted, staff will coordinate with the applicant to process the required fees via credit card payment over the phone.

If you have any questions with the digital zoning submittal process, please feel free to contact Development Planning Division staff at [plats@nbtexas.org](mailto:plats@nbtexas.org) or (830) 221-4050 for assistance.