



**Planning & Development Services Department**  
 550 Landa Street  
 New Braunfels, Texas 78130  
 (830) 221-4050 [www.newbraunfels.gov](http://www.newbraunfels.gov)

## Setback Determination Application

**Property Owner:** \_\_\_\_\_

**Applicant/Agent\*:** \_\_\_\_\_

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

**Telephone: Office:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

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

**Property Address:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

**NOTE: If property is not platted, attach a copy of the metes and bounds description and survey/drawing.**

**Current Zoning:** \_\_\_\_\_ **Zoning prior to November 2006:** \_\_\_\_\_

**Present Use of Property:** \_\_\_\_\_

**Setback Determination:**  FRONT  CORNER SIDE

### Submittal Requirements

- A detailed letter stating the nature of the request, and the reasoning behind applying for a setback determination.
- Copy of current Deed.
- Copy of survey that illustrates the property in its current configuration.
- Indication on the survey showing the property line from which the setback determination is requested.
- \$103 fee (\$100 application fee + \$3 technology fee (3%))

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Applicant/Agent\***

\* If signed by an agent, a letter of authorization must be furnished by the owner attesting to their knowledge for the purpose of the request; that they are in favor; and that said request is not contrary to any and all deed restrictions associated with the property under consideration.

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### FOR OFFICE USE ONLY

Date completed application received: \_\_\_\_\_ Received by: \_\_\_\_\_

Date of Approval: \_\_\_\_\_ By: \_\_\_\_\_

Date of Denial: \_\_\_\_\_ By: \_\_\_\_\_

Comments: \_\_\_\_\_

## **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](mailto:cwmessenger@newbraunfels.gov).

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