



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

## Voluntary Annexation Application

1. **Property Owner(s) – Each person having an interest in the property requesting annexation must acknowledge this request. If more than one owner, attach a separate list and signature page.**

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

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

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

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

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

3. **Legal Description:** \_\_\_\_\_

**If platted - Subdivision:** \_\_\_\_\_ **Lot(s):** \_\_\_\_\_ **Block(s):** \_\_\_\_\_

4. **Acreage:** \_\_\_\_\_

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

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

7. **If a Zoning Change is being requested: Proposed Zoning:** \_\_\_\_\_

8. **Reason for request (please explain in detail and attach additional pages if needed):** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

9. **ATTACHMENTS:**

- \_\_\_\_\_ A survey of the property to be annexed; include a metes and bounds description if property is not platted.
- \_\_\_\_\_ Map of property in relation to City limits/major roadways or surrounding area.
- \_\_\_\_\_ Copy of deed showing current ownership.
- \_\_\_\_\_ Application fee: \$1,000
- \_\_\_\_\_ **Note:** The annexation process is set by State Law and requires a number of public meetings. Please allow 12 to 15 weeks for completion of the process.

**The undersigned property owner hereby requests annexation of the above described property (attach a separate signature page if more than one property owner).**

\_\_\_\_\_  
 Date

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

\_\_\_\_\_  
 Print Name (Title)

For Office Use Only			
Fee Received By:	Amount:	Receipt No.:	
Date Received:	Cash/Check Number:	Case Number:	

## ***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.*