



Planning & Development Services Department
 550 Landa Street
 New Braunfels, Texas 78130
 (830) 221-4041 www.newbraunfels.gov

Building Design Standards Appeal Application

Fee: \$515

(\$500 application fee + \$15 technology fee (3%))

1. Property Owner(s):

Name: _____

Mailing Address: _____

Email: _____

Telephone: _____ **Mobile:** _____

2. Agent: (If the applicant is not the owner, a letter of authorization must be furnished from the owner(s) at the time the application is submitted.)

Name: _____

Mailing Address: _____

Email: _____

Telephone: _____ **Mobile:** _____

3. Property Address/Location: _____

4. Detailed description of design standard(s) not in compliance with Sec. 5.22 Non-Residential and Multifamily Design Standards (use additional sheet if necessary): _____

5. Reason for request (use additional sheet if necessary): _____

6. Attachments: The following items must be submitted with the application:

- | | |
|---|--|
| <input type="checkbox"/> Completed application. | <input type="checkbox"/> Site plan. |
| <input type="checkbox"/> Details of construction materials. | <input type="checkbox"/> \$515 fee (\$500 application fee + \$15 technology fee (3%)). |
| <input type="checkbox"/> Façade elevation drawing. | |

The undersigned hereby requests City Council to consider an appeal to the Building Design Standards for the location(s) stated above.

Print Name of Owner/Agent

Signature of Owner/Agent

Date

FOR OFFICE USE ONLY:

Received by: _____ Date Received: _____ Receipt No.: _____

Council Meeting Date: _____ Case No.: _____



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

Purpose:

To allow Planning Commission 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, building design standard appeals, and sector plans.

Scope:

Zoning applications are permitted to be submitted in a Dropbox link via email to plats@newbraunfels.gov 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”
- 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@newbraunfels.gov or (830) 221-4041 for assistance.