



Planning & Development Services Department

550 Landa Street
 New Braunfels, Texas 78130
 (830) 221-4050 www.newbraunfels.gov

Zone Change Application

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

General: 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.

1	Name			
2	Mailing Address			
3	Telephone		Mobile	
4	Email			
5	Property Address/Location			

Legal Description:

6	Name of Subdivision					
7	Lot(s)		Block(s)		Acreage	
8	County		Comal		Guadalupe	
9	School District	CISD		NBISD		Other

Floodway:

10	Is any part of the project property within the floodway or floodplain?	NO		YES	
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Zoning and Land Use:

11	Present Use of Property				
12	Zoning Change Request	Current Zoning		Proposed Zoning	
13	Proposed Use of Property and/or Reason for request (attach additional or supporting information if necessary)				

Fees:

14	Application Fee Provided	NO		YES	
	Standard Zone Change = \$1,000 + Acreage x \$100 = _____ Totaling = \$ _____				
	Total Above \$ _____ x .03 Technology Fee = \$ _____				
15	Newspaper Notice Fee: \$236.00 (\$115 each for Planning Commission and City Council + \$6.00 (3% technology fee))				
	Example: \$1000.00 + 3 Acres x \$100.00 = \$300.00 Totaling \$1,300.00 x .03 = \$39.00 = \$1,339.00 + \$236.00 = \$1,575.00				
	Total Application Fee Due Now = \$ _____				
	Please Note: Public hearing mail notification fees are invoiced at a later date. You will be contacted with your fee total.				
	Public Hearing Mail Notifications & Signage *Please Note: The total will be calculated by Staff after application submittal and must be paid when sign(s) are picked up by the applicant.				

Required Attachments:

City	Applicant	File ID #	Attachment	Application Reference
			Shaded box indicates the item is ALWAYS required. Otherwise, a YES response on the application makes it required.	
		1	USB drive with a digital copy(.pdf) of all documents included in application if submitting in person.	
		2	Application (completed and signed by owner and agent)	
		3	Survey with accompanying metes & bounds description of the proposed zone change boundaries with an exhibit illustrating property boundaries (if property is not platted)	
		4	Authorization Letter for appointed agent (if applicable)	
		5	Photo(s) showing the existing/current circumstances of the property from public right-of-way. (Photos cannot be taken from Google Maps.)	
		6	TIA Determination Form and Traffic Impact Analysis (digital TIA only if required, follow the steps at this link https://www.newbraunfels.gov/3465/Traffic-Impact-Analysis , for more information)	
		7	TIA Determination Letter from CoNB Public Works Department must be attached to TIA Determination Form	
		8	Floodplain Map overlaying the property proposed for zoning or, at a minimum, a copy of the proper FEMA flood map, with panel number (applicable if "YES" was selected for question #10 on page 1)	
		9	Property Map in relation to City limits/major roadways or surrounding area	
		10	Deed showing current ownership of entire subject property	
		11	Future Land Use Plan Update: \$500.00 (if applicable, verify with the Planning Division)	
		12	Current Photos of Subject Property representing the existing circumstances of the property	
		13	Payment Provided	

Property Owner(s)/Agent Authorization:

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 owner/authorized agent understands that an incomplete application will **not** be accepted, and this application will **not** be accepted after the 12 p.m. deadline on an application deadline date, as outlined on the calendar attached to this application. The signature authorizes the City of New Braunfels staff to visit and inspect the property for which this application is being submitted.

The undersigned hereby requests rezoning of the above described property as indicated.

	I will represent my application before City Staff and/or Planning Commission as the Applicant
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OR

	I hereby authorize the person named under Authorized Agent to act as Applicant in processing this application before City Staff and/or Planning Commission.
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Owners Signature		Date	
Owners Name (printed)		Phone #	
Mailing Address (City, State, Zip)			
E-Mail Address			

**PLEASE READ THE FOLLOWING INFORMATION REGARDING
ZONE CHANGES PRIOR TO SUBMITTING AN APPLICATION**

APPLICATION DUE DATE/DATE OF HEARING:

All applications are due by the date on the chart 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	\$1,000.00 + \$100.00 an Acre (max. \$3,000.00)
Technology Fee	3% of the total Application (plus acreage) fee above
Newspaper Notice	\$236.00 (\$115.00 each x 2 required) + Technology Fee
Public Hearing Mailed Notifications*	\$2.15 Per Notice
Public Hearing Signage*	\$15.00 Per Sign

****Public Hearing Mailed Notifications and Signage fees will be collected when the applicant picks up the Public Hearing Signs.***

PUBLIC HEARING SIGNS:

The Public Hearing signs are \$15 per sign. To ensure maximum exposure, one sign is required for the first 100 feet of frontage and an additional sign for every 200 feet or fraction thereof.

The applicant will be contacted when the sign(s) are ready to be picked up. At that time, the Public Hearing fees must be paid. Please see attached calendar regarding the dates that the signs must be placed by. If you are not contacted before that date, please contact the Planning Division at (830) 221-4050.

The applicant will be responsible for:

1. Placing the signs at least 15 days prior to the hearing date. **If the signs are not picked up from City Hall/placed by due date specified in the attached calendar it will result in postponement of the case and new notice fees.**
2. Ensuring that the signs remain on the property throughout the rezoning process; and
3. Removal of the signs after the final reading by City Council.

LETTER OF AUTHORIZATION:

If you are acting as the agent for the property owner, a letter signed by the owner authorizing you to act on their behalf must accompany the application. Otherwise, the owner must sign the application and note next to the signature that they are the property owner.

LEGAL DESCRIPTION:

If the property is unplatted (example of platted property: Lot A, Block 4, ABC Subdivision), a survey and/or metes and bounds description of the property with an exhibit illustrating property boundaries **must** accompany the application.

REZONING PROCESS/PROCEDURE:

1. Applicant has preliminary conference with a Planning staff member concerning the request.
2. Applicant fills out an application for zoning change (*only page 1 of this information packet*) and submits said application with required attachment(s) and filing fees. Please indicate proposed use(s) and provide a site plan or other information showing the intended use of the property.
3. Applicant obtains "Zone Change Pending" sign(s) from the Planning Department and posts signs on the property.
4. Under certain conditions, the City will publish a notice of public hearing in the Herald at least 15 days prior to the meeting date.
5. The City will notify property owners within a 200-foot radius at least 10 days prior to the meeting.
6. A public hearing is held before the Planning Commission at which time the Commission makes a recommendation to the City Council.
7. The City will publish a notice of public hearing in the Herald at least 15 days prior to the City Council hearing date.
8. A public hearing is held before the City Council.
9. An ordinance authorizing the zoning change 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.
10. If the ordinance passes both readings, the zoning change becomes effective immediately upon the second and final reading. The applicant will be sent a copy of the ordinance signed by the Mayor.
11. 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



2023
PLANNING COMMISSION MEETING CALENDAR
FOR ZONING APPLICATIONS
Council Chambers
6:00 p.m.

Meeting Date (Tuesday unless otherwise noted)	Receipt of Zoning Applications Deadline By NOON This date	Completeness Notification (Incomplete application will be rejected)	Latest Date Zoning Signs Must be Placed on Property (Applicant responsibility)
Tuesday, December 6, 2022	Monday, October 31, 2022	Thursday, November 3, 2022	Monday, November 21, 2022
¹Wednesday, January 4, 2023	Monday, November 28, 2022	Thursday, December 1, 2022	Monday, December 19, 2022
Tuesday, February 7, 2023	²Tuesday, January 3, 2023	Thursday, January 5, 2023	Monday, January 23, 2023
Tuesday, March 7, 2023	Monday, January 30, 2023	Thursday, February 2, 2023	Monday, February 20, 2023
Tuesday, April 4, 2023	Monday, February 27, 2023	Thursday, March 2, 2023	Monday, March 20, 2023
Tuesday, May 2, 2023	Monday, March 27, 2023	Thursday, March 30, 2022	Monday, April 17, 2022
Tuesday, June 6, 2023	Monday, May 1, 2023	Thursday, May 4, 2023	Monday, May 22, 2023
³Wednesday, July 5, 2023	⁴Tuesday, May 30, 2023	Thursday, June 1, 2023	⁵Tuesday, June 20, 2023
Tuesday, August 1, 2023	Monday, June 26, 2023	Thursday, June 29, 2023	Monday, July 17, 2023
⁶Wednesday, September 6, 2023	Monday, July 31, 2023	Thursday, August 3, 2023	Monday, August 21, 2023
⁷Wednesday, October 4, 2023	Monday, August 28, 2023	Thursday, August 31, 2023	Monday, September 18, 2023
Tuesday, November 7, 2023	Monday, October 2, 2023	Thursday, October 5, 2023	Monday, October 23, 2023
Tuesday, December 5, 2023	Monday, October 30, 2023	Thursday, November 2, 2023	Monday, November 20, 2023
Wednesday, January 3, 2024	Monday, November 27, 2023	Thursday, November 30, 2023	Monday, December 18, 2023

1 Meeting moved from Tuesday to Wednesday due to City Hall closed for New Year's Day on 1/2/2023
2 Moved from Monday to Tuesday due to City Hall closed for New Year's Day on 1/2/2023
3 Meeting moved from Tuesday to Wednesday due to City Hall closed for Independence Day on 7/4/2023
4 Moved from Monday to Tuesday due to City Hall closed for Memorial Day on 5/29/2023
5 Moved from Monday to Tuesday due to City Hall closed for Juneteenth on 6/19/2023
6 Meeting moved from Tuesday to Wednesday due to Budget Meetings on 9/4/2023
7 Meeting moved from Tuesday to Wednesday due to National Night Out on 10/2/2023
Wurstfest 11/04/2022-11/13/2022, 2023 dates unknown



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

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@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”
- 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@newbraunfels.gov or (830) 221-4050 for assistance.