



**Planning & Community Development Department**  
**Planning Division**  
 550 Landa St. New Braunfels, TX 78130  
 (830) 221-4050 www.nbtexas.org

CC/Cash/Check No.: _____	Case No.: _____
Amount Recd. \$ _____	
Receipt No.: _____	
<i>Submittal date – office use only</i>	

## Zone Change 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. **Zoning Change Request:**

**Current Zoning:** \_\_\_\_\_

**Proposed Zoning:** \_\_\_\_\_

8. **Proposed Use of Property and/or Reason for request (attach additional or supporting information if necessary):** \_

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STAFF:

**APPLICANT:**

- A survey and/or metes and bounds description of the property with an exhibit illustrating property boundaries *(if property is not platted)*
- Letter of Authorization for appointed agent *(if applicable)*
- 3 TIA worksheets and 2 Traffic Impact Analysis *(if required, contact the Engineering Division at (830) 221-4020, or at [Engineering@nbtexas.org](mailto:Engineering@nbtexas.org), for more information)* \*Fees are outlined on Page 3.
- A map of the floodplain 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 #5 on page 1)*
- Map of property in relation to City limits/major roadways or surrounding area
- Copy of deed showing current ownership.
- Future Land Use Plan Update: \$500 *(if applicable, verify with the Planning Division)*
- Application Fee: \$\_\_\_\_\_
 

*Standard Zone Change: \$1,000 + (\_\_\_\_\_ acres x \$100) = \$\_\_\_\_\_ (max. \$3,000)*
- Technology Fee: \$\_\_\_\_\_ *(rounded down to nearest dollar amount)*

3% of application fee → \$\_\_\_\_\_ (application fee) x .03 = \$\_\_\_\_\_ *(rounded down to nearest dollar amount)*
- Newspaper Notice: \$236 (\$115 each for Planning Commission and City Council + \$6 (3% technology fee))
- Public Hearing Mail Notifications and 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.

**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 4 p.m. deadline on an application deadline date, as outlined on the calendar attached to this application. 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 rezoning of the above described property as indicated.**

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

\_\_\_\_\_  
Date

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

# 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 plus \$100 an acre (max. \$3,000)		
Technology Fee	3% of application fee ( <i>rounded down to nearest dollar amount</i> )		
Newspaper Notice	\$236 (\$115 each x 2 required + 3% tech. fee)		
Public Hearing Mailed Notifications*	\$2.15 per notice		
Public Hearing Signage*	\$15 per sign		
TIA Worksheet	\$103 (\$100 + 3% tech. fee)		
TIA (if required)	<b>Level 1</b> \$515 (\$500 + 3% tech. fee)	<b>Level 2</b> \$772 (\$750 + 3% tech. fee)	<b>Level 3</b> \$1,287 (\$1,250 + 3% tech. fee)

\*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**



**2019  
PLANNING COMMISSION MEETING CALENDAR  
Council Chambers  
6:00 p.m.**

Meeting Date (Tuesday unless otherwise noted)	Application Submittal Deadline for Plats <sup>1</sup> Zone Changes and SUPs <b>MONDAY by NOON</b>	Administrative Completeness (Rejection Notification) Tuesday by 5:00 p.m.	Administrative Completeness Grace Period Deadline Wednesday by 3:00 p.m.	Plat Comments Distributed	Last Date Zoning Signs Must be Placed on Property	Meeting Date for Plat Re-submittals <sup>2</sup> & Agenda Reports Complete
January 8	<b>Nov. 19, 2018</b>	Nov. 20, 2018	Nov. 21, 2018	Dec. 7, 2018	Dec. 17, 2018	Dec. 18, 2018
February 5	<b>Dec. 20, 2018 (Thu)</b>	<b>Dec. 21, 2018 (Fri)</b>	Dec. 26, 2018	Jan. 11	Jan. 21	Jan. 22
March 5	<b>Jan. 18 (Fri)</b>	Jan. 22	Jan. 23	Feb. 8	Feb. 18	Feb. 19
April 2	<b>Feb. 15 (Fri)</b>	Feb. 19	Feb. 20	March 8	March 18	March 19
May 7	March 25	March 26	March 27	April 12	April 22	April 23
June 4	April 22	April 23	April 24	May 10	May 20	May 21
July 2	May 20	May 21	May 22	June 7	June 17	June 18
August 6	June 24	June 25	June 26	July 12	July 22	July 23
September 4 <sup>3</sup> (Wed)	July 22	July 23	July 24	Aug. 9	Aug. 19	Aug. 20
October 2 <sup>4</sup> (Wed)	Aug. 19	Aug. 20	Aug. 21	Sept. 6	Sept. 16	Sept. 17
November 5	Sept. 23	Sept. 24	Sept. 25	Oct. 11	Oct. 21	Oct. 22
December 3	Oct. 21	Oct. 22	Oct. 23	Nov. 8	Nov. 18	Nov. 19
January 7, 2020	<b>Nov. 21 (Thu)</b>	<b>Nov. 22 (Fri)</b>	<b>Nov. 25 (Mon)</b>	Dec. 13	Dec. 23	<b>Dec. 20 (Fri)</b>
February 4, 2020	<b>Dec. 18 (Wed)</b>	<b>Dec. 19 (Thu)</b>	<b>Dec. 20 (Fri)</b>	Jan. 10, 2020	Jan. 20, 2020	Jan. 21, 2020

<sup>1</sup> For purposes of the 30-day deadline for plat approval, your plat application is considered accepted after being checked for completeness with city code standards on the Plat Comments Distributed date.  
<sup>2</sup> To remain on meeting agenda, no additional revisions to the plat or new documents requiring review can be submitted at this meeting.  
<sup>3</sup> Meeting moved from Tuesday to Wednesday due to Budget meetings.  
<sup>4</sup> Meeting moved from Tuesday to Wednesday due to Tx National Night Out.