



**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):** _

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, for more information)*
- 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: \$_____

3% of application fee → \$_____ (application fee) x .03 = \$_____
- Newspaper Notice: \$236 (\$115 each for Planning Commission and City Council + 3% tech. 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
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

**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.



2018
PLANNING COMMISSION MEETING CALENDAR
FOR SPECIAL USE PERMIT AND ZONE CHANGE APPLICATIONS
Council Chambers
6:00 p.m.

Meeting Date Tuesdays at 6:00 p.m. (Unless Otherwise Noted)	Application Deadline Wednesday by 4:00 p.m. (NO EXCEPTIONS)	Last Date Zoning Signs Must Be Placed on Property
January 9	Nov 20, 2017 (Mon)	Dec 18, 2017
February 6	December 27, 2017	Jan 22
March 6	Jan 24, 2018	Feb 16
April 3	Feb 21	Mar 19
May 1	Mar 21	April 16
June 5	April 25	May 21
July 3	May 23	June 18
August 7	June 27	July 23
September 5 ¹ (Wed)	Aug 1	Aug 27
October 3 ² (Wed)	Aug 22	Sept 17
November 7 ³ (Wed)	Sept 26	Oct 22
December 4	Oct 24	Nov 19
Jan 8, 2019	Nov 20 (Tues)	Dec 17, 2018
Feb 5, 2019	Dec 26, 2018	Jan 21, 2019

1 Mtg moved from Tuesday to Wednesday due to Budget meetings on 9/4/18.

2 Mtg moved from Tuesday to Wednesday due to Tx National Night out 10/2/18.

3 Mtg moved from Tuesday to Wednesday due to National Election (Wurstfest Nov 2 to Nov 11, 2018).