



**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>	

## Code Text Amendment Application

**FEE: \$927**

(\$900 application fee + \$27 technology fee (3%))

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

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

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

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

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

**2. Proposed Amendment to Section:** \_\_\_\_\_

\_\_\_\_\_

**3. Proposed Amendment (attach additional sheets if necessary):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. Reason for Request (attach additional or supporting information if necessary):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>STAFF:</b>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

**APPLICANT:**

- Completed application**
- Application Fee (\$927)**
- Newspaper Notice: \$236** (\$115 each for Planning Commission and City Council + 3% tech. fee)

***(Intentionally Blank)***

**PLEASE READ THE FOLLOWING INFORMATION  
PRIOR TO SUBMITTING AN APPLICATION**

**APPLICATION DUE DATE/DATE OF HEARING:**

All applications are due by the date on the calendar 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:**

<b>Application Fee</b>	\$900
<b>Technology Fee</b>	\$27 (3% of application fee)
<b>Newspaper Notice</b>	\$236 (\$115 each x 2 required + 3% tech. fee)

**PROCESS/PROCEDURE:**

1. Applicant has preliminary conference with a Planning staff member concerning the request.
2. Applicant fills out an application for code text amendment and submits said application with required filing fees.
3. Under certain conditions, the City will publish a notice of public hearing in the Herald at least 15 days prior to the meeting date.
4. A public hearing is held before the Planning Commission at which time the Commission makes a recommendation to the City Council.
5. A public hearing is held before the City Council.
6. An ordinance authorizing the code text amendment 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.
7. If the ordinance passes both readings, the code text amendment becomes effective immediately upon the second and final reading. The applicant will be sent a copy of the ordinance signed by the Mayor.
8. 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.