



Planning & Development Services Department
 550 Landa Street
 New Braunfels, Texas 78130
 (830) 221-4050 www.nbtexas.org

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

Concept Plan Amendment Application

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:
 (Note: if property is not platted, attach a metes and bounds description or survey and map.)

Name of Subdivision: _____

Lot(s): _____ Block(s): _____ Acreage: _____

4. Date of Concept Plan approval: _____

5. Date(s) of subsequent Concept Plan Amendments: _____

6. Describe the proposed amendments to the approved Concept Plan: _____

NOTES:

- Applicant must provide 15 copies of the amended concept plan for distribution to the Planning Commission. Additional copies of the amended concept plan may be required prior to submitting the request to City Council.
- All applications are due by the date on the chart attached. Applications will be reviewed for completeness by Planning staff the day following the due date. Applicants shall have one week to provide additional requested information. If information is not provided, application will be processed for the next Planning Commission meeting.

The undersigned hereby requests an amendment to a Concept Plan on the above described property as indicated.

 Signature of Owner(s)/Agent

 Date

For Office Use Only

Fee Received By: _____

Amount _____ Receipt No.: _____

Date Received: _____

Zoning signs issued: Date: _____ No. _____

Cash/Check Number: _____

Case Number: _____

**PLEASE READ THE FOLLOWING INFORMATION REGARDING
CONCEPT PLAN AMENDMENTS
PRIOR TO SUBMITTING AN APPLICATION**

Attached is an application for a Concept Plan Amendment. The filing fee for this request is as follows:

Less than 1 acre	\$ 500.00
1 acre to 9.99 acres	680.00
10 acres to 19.99 acres	950.00
20 acres or more	1,200.00

The "Zoning Case" signs are \$15.00 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.

IMPORTANT: 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. If the property is unplatted (example of platted property: Lot A, Block 4, ABC Subdivision), a survey of the property shall accompany the application. A survey can include a plat or metes and bounds description. It would also be helpful for you to indicate proposed use(s) and to provide a site plan or other information showing how you intend to use or develop the property.

The procedure involved in filing of the application is described below:

- Applicant has preliminary conference with a Planning staff member concerning the request.
- Applicant fills out an application for a Concept Plan Amendment and submits said application with required attachment(s) and filing fees.
- "Zone Change" sign(s) must be posted 15 days prior to the hearing date and maintained on the subject property through the entire process (2nd reading of Ordinance).
- **The applicant will be responsible for:**
 - 1) placing the signs;
 - 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.
- There will be no special consideration for applications received after deadlines.
- The City will publish a notice of public hearing in the Herald at least 15 days prior to the hearing date.
- The City will notify property owners within a 200-foot radius at least 10 days prior to the meeting.
- A public hearing is held before the Planning Commission at which time the Commission makes a recommendation to the City Council.
- The City publishes notice of public hearing in the Herald at least 15 days prior to the City Council hearing date.
- A public hearing is held before the City Council.
- An ordinance authorizing the Concept Plan Amendment is read and voted upon at the same meeting at which the public hearing is held. If the ordinance passes the first reading, an additional reading at a separate meeting is required.
- The Concept Plan Amendment permit becomes effective immediately upon approval of the second reading.
- If the ordinance fails at either of the two readings, it is considered denied at that point.

IF ADDITIONAL INFORMATION IS NECESSARY, CONTACT THE PLANNING DEPARTMENT AT:

(830) 221-4050



2022
PLANNING COMMISSION MEETING CALENDAR
FOR ZONING APPLICATIONS
Council Chambers
6:00 p.m.

Meeting Date (Tuesday unless otherwise noted)	Receipt of Zoning Applications MONDAY only between 8 am and NOON deadline	Completeness Notification (Incomplete application will be rejected)	Last Date Zoning Signs Must be Placed on Property
Tuesday, December 7, 2021	Monday, November 1, 2021	Thursday, November 4, 2021	Monday, November 22, 2021
Tuesday, January 4, 2022	Monday, November 29, 2021	Thursday, December 2, 2021	Monday, December 20, 2021
Tuesday, February 1, 2022	Monday, December 27, 2021	Thursday, December 30, 2021	¹Monday, January 17, 2022
Tuesday, March 1, 2022	Monday, January 24, 2022	Thursday, January 27, 2022	Monday, February 14, 2022
Tuesday, April 5, 2022	Monday, February 28, 2022	Thursday, March 3, 2022	Monday, March 21, 2022
Tuesday, May 3, 2022	Monday, March 28, 2022	Thursday, March 31, 2022	Monday, April 18, 2022
Tuesday, June 7, 2022	Monday, May 2, 2022	Thursday, May 5, 2022	Monday, May 23, 2022
Tuesday, July 5, 2022	²Tuesday, May 31, 2022	Thursday, June 2, 2022	Monday, June 20, 2022
Tuesday, August 2, 2022	Monday, June 27, 2022	Thursday, June 30, 2022	Monday, July 18, 2022
³Wednesday, September 7, 2022	Monday, August 1, 2022	Thursday, August 4, 2022	Monday, August 22, 2022
⁴Wednesday, October 5, 2022	Monday, August 29, 2022	Thursday, September 1, 2022	Monday, September 19, 2022
Tuesday, November 1, 2022	Monday, September 26, 2022	Thursday, September 29, 2022	Monday, October 17, 2022
Tuesday, December 6, 2022	Monday, October 31, 2022	Thursday, November 3, 2022	Monday, November 21, 2022
Tuesday, January 3, 2023	Monday, November 28, 2022	Thursday, December 1, 2022	Monday, December 19, 2022

¹ City Hall Closed for MLK – Pick up signs the Friday before at the latest
² Moved from Monday to Tuesday as City Hall is closed for Memorial Day – 05/31/2022
³ Meeting moved from Tuesday to Wednesday due to Budget Meetings on 09/06/2022
⁴ Meeting moved from Tuesday to Wednesday due to National Night Out 10/04/2022
Wurstfest 11/05/2021-11/14/2021, 2022 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@nbtexas.org. 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@nbtexas.org or (830) 221-4050 for assistance.