



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.: _____ - _____

Submittal date – office use only

Conditional Sign Permit Application

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

1. Applicant - If business owner or coordinator of special event, so state. If agent or other relationship, a letter of authorization must be furnished from owner when application is submitted.

Name: _____

Mailing Address: _____

Email Address: _____

Telephone: _____ **Mobile:** _____

2. Property Address/Location: _____

3. Existing signs on property: _____

4. Number of requested signs: _____

5. Dimension & height of sign(s): _____

6. Business or event to be advertised: _____

7. Reason for request (please explain in detail and attach additional pages if needed): _____

8. ATTACHMENTS: (The following items must be submitted with the application)
For review purposes electronic submittal of plans in PDF format and photographs is preferred.

- A \$772.00 fee. (\$750 application fee + \$22.00 technology fee (3%))
- A scaled site plan showing the proposed location of the sign(s) on the property.
- A map showing the distance from sign(s) to business or event if signs are off-premise.
- A sketch showing the contents, dimensions and construction materials of the sign(s).
- Photographs of the property where the sign(s) will be located.
- Photographs of the property depicting the proposed sign(s) superimposed/photoshopped in their proposed locations.
- Agent letter (if applicable).

The undersigned hereby requests a conditional sign permit for the location(s) described above.

Signature of Owner(s)/Agent

Date



2021 PLANNING **UNOFFICIAL STAFF / CITY COUNCIL MEETING CALENDAR**
Council Chambers – 6:00 p.m.

City Council Meeting Date	Application Deadline (Friday)	Agenda Publishing Day
Monday, January 11, 2021	Friday, November 27, 2020	Wednesday, January 6, 2021
Monday, January 25, 2021	Friday, December 11, 2020	Wednesday, January 20, 2021
Monday, February 8, 2021	Friday, December 25, 2020	Wednesday, February 3, 2021
Monday, February 22, 2021	Friday, January 8, 2021	Wednesday, February 17, 2021
Monday, March 8, 2021	Friday, January 22, 2021	Wednesday, March 3, 2021
Monday, March 22, 2021	Friday, February 5, 2021	Wednesday, March 17, 2021
Monday, April 12, 2021	Friday, February 26, 2021	Wednesday, April 7, 2021
Monday, April 26, 2021	Friday, March 12, 2021	Wednesday, April 21, 2021
Monday, May 10, 2021	Friday, March 26, 2021	Wednesday, May 5, 2021
Monday, May 24, 2021	Friday, April 9, 2021	Wednesday, May 19, 2021
Monday, June 14, 2021	Friday, April 30, 2021	Wednesday, June 9, 2021
Monday, June 28, 2021	Friday, May 14, 2021	Wednesday, June 23, 2021
Monday, July 12, 2021	Friday, May 28, 2021	Wednesday, July 14, 2021
Monday, July 26, 2021	Friday, June 11, 2021	Wednesday, July 28, 2021
Monday, August 9, 2021	Friday, June 25, 2021	Wednesday, August 11, 2021
Monday, August 23, 2021	Friday, July 9, 2021	Wednesday, August 25, 2021
Monday, September 13, 2021	Friday, July 30, 2021	Wednesday, September 15, 2021
Monday, September 27, 2021	Friday, August 13, 2021	Wednesday, September 29, 2021
Monday, October 11, 2021	Friday, August 27, 2021	Wednesday, October 13, 2021
Monday, October 25, 2021	Friday, September 10, 2021	Wednesday, October 27, 2021
Monday, November 8, 2021	<u>Thursday, September 23, 2021</u>	Wednesday, November 10, 2021
Monday, November 22, 2021	Friday, October 8, 2021	Wednesday, November 24, 2021
Monday, December 13, 2021	Friday, October 29, 2021	Wednesday, December 15, 2021
Monday, January 10, 2022	Friday, November 12, 2021	Wednesday, January 12, 2022
Monday, January 24, 2022	<u>Wednesday, November 24, 2021</u>	Wednesday, January 26, 2022
Monday, February 7, 2022	Friday, December 10, 2021	Wednesday, February 2, 2022

- The Sept 23rd deadline is due to Comal County Fair Day Holiday
- The Nov 24th deadline is due to Thanksgiving Holiday

INSTRUCTIONS FOR SUBMITTING THIS APPLICATION

This application can be submitted online using the City of New Braunfels permit portal. For instructions on how to submit this permit application, please read below.

1. Access the online permit portal at <https://nbpermits.nbtexas.org/publicaccess>. Once you arrive at the Portal Login Page you will need to create a username and password.
 - a. The username will need to be a valid email address and you will be informed of the status of your application via email.
 - b. Password Requirements are: Minimum of 8 characters and must include at least one uppercase, one lowercase, and a number. Passwords cannot match your email address, first, or last name.
2. Select the Create Application button at the top center of the page and click on the Planning/Zoning folder.
3. Navigate to the desired application on the following pages. The application will be titled the same as it is on page 1 of this document.
4. Once you have found the correct application type, click on it once and select the Begin Application button.
5. Enter the application information:
 - a. Main: Subject property location (if applicable) and description of the request.
 - b. People: Your contact information. The email address provided will receive status updates on the application as it proceeds through the review process. You can add additional email addresses to receive status updates, but the provided email addresses must have a permit portal account.
 - c. App Form: Questions relating to the application.
 - d. Attachments: Upload a digital copy of this application and all required documents listed on page (1). Attachments must be .pdf format and named as they are listed on this application. **ALL REQUIRED DOCUMENTS LISTED ON THE APPLICATION MUST BE ATTACHED OR THE APPLICATION IS CONSIDERED INCOMPLETE.**
 - e. Payment: The required fee to submit. Please note: all credit/debit card transactions will incur a 2.75% processing fee. We encourage you to utilize one of our free options which include cash, check or e-Check.

You will receive a confirmation email once the application is submitted. If the application is incomplete or requires corrections, you will be emailed by a staff member requesting the information that is necessary to continue review. **AN INCOMPLETE APPLICATION WILL NOT CONTINUE TO BE REVIEWED AND CAN DELAY THE PROCESS.** Communication from the portal system will originate from cwmessenger@nbtexas.org.

If you have any questions, please contact Development Planning Division Staff at planning@nbtexas.org or (830) 221-4050.