



Planning & Development Services Department

550 Landa Street

New Braunfels, Texas 78130

(830) 221-4050

www.newbraunfels.gov

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



2022 PLANNING UNOFFICIAL STAFF / CITY COUNCIL MEETING CALENDAR
Council Chambers – 6:00 p.m.

City Council Meeting Date	Application Deadline (Friday)	Agenda Publish Day
Monday, January 10, 2022	Friday, November 26, 2021	Wednesday, January 5, 2022
Monday, January 24, 2022	Friday, December 10, 2021	Wednesday, January 19, 2022
Monday, February 14, 2022	Friday, December 31, 2021	Wednesday, February 9, 2022
Monday, February 28, 2022	Friday, January 14, 2022	Wednesday, February 23, 2022
Monday, March 14, 2022	Friday, January 28, 2022	Wednesday, March 9, 2022
Monday, March 28, 2022	Friday, February 11, 2022	Wednesday, March 23, 2022
Monday, April 11, 2022	Friday, February 25, 2022	Wednesday, April 6, 2022
Monday, April 25, 2022	Friday, March 11, 2022	Wednesday, April 20, 2022
Monday, May 9, 2022	Friday, March 25, 2022	Wednesday, May 4, 2022
Monday, May 23, 2022	Friday, April 8, 2022	Wednesday, May 18, 2022
Monday, June 13, 2022	Friday, April 29, 2022	Wednesday, June 8, 2022
Monday, June 27, 2022	Friday, May 13, 2022	Wednesday, June 22, 2022
Monday, July 11, 2022	Friday, May 27, 2022	Wednesday, July 6, 2022
Monday, July 25, 2022	Friday, June 10, 2022	Wednesday, July 20, 2022
Monday, August 8, 2022	Friday, June 24, 2022	Wednesday, August 3, 2022
Monday, August 22, 2022	Friday, July 8, 2022	Wednesday, August 17, 2022
Monday, September 12, 2022	Friday, July 29, 2022	Wednesday, September 7, 2022
Monday, September 26, 2022	Friday, August 12, 2022	Wednesday, September 21, 2022
Monday, October 10, 2022	Friday, August 26, 2022	Wednesday, October 5, 2022
Monday, October 24, 2022	Friday, September 9, 2022	Wednesday, October 19, 2022
Monday, November 14, 2022	Friday, September 30, 2022	Wednesday, November 9, 2022
Monday, November 28, 2022	Friday, October 14, 2022	Wednesday, November 23, 2022
Monday, December 12, 2022	Friday, October 28, 2022	Wednesday, December 7, 2022

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@newbraunfels.gov.

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