



## TEMPORARY OUTDOOR DINING APPLICATION

Planning Division  
550 Landa Street, New Braunfels, TX 78130

(830) 221-4050  
[planning@newbraunfels.gov](mailto:planning@newbraunfels.gov)

The Temporary Outdoor Dining Permit is intended to help restaurants accommodate more customers while maintaining social distancing during the Covid-19 Pandemic. The permit allows restaurants to use up to 40% of their off-street parking spaces for temporary dining and to provide either a food vendor or mobile kitchen associated with the subject restaurant. The intent is not to have a rotating number of food vendors.

On-site vehicle travel lanes may be utilized for outdoor dining, though fire lanes must be preserved and outdoor dining areas cannot impede traffic flow, or prohibit vehicles from reasonably backing out of parking spaces. ADA spaces cannot be used for dining areas.

If a temporary food vendor or mobile kitchen is utilized, please contact Environmental Health at **830-221-4070** in addition this completed application.

Please note that as an emergency ordinance, an approved Temporary Outdoor Dining Permit may be revoked at the discretion of City Council. No fee will be collected for the permit application.

I) **Applicant Name:** \_\_\_\_\_

**Restaurant Name:** \_\_\_\_\_

II) **Permanent Street Address:** \_\_\_\_\_

**City/State/ZIP:** \_\_\_\_\_

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

I) **Owner Name:** \_\_\_\_\_

**Business Street Address:** \_\_\_\_\_

**City/State/ZIP:** \_\_\_\_\_

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

I) **Total Number of Existing, On-Site Parking Spaces:** \_\_\_\_\_

**Number of Parking Spaces to be utilized for Outdoor Dining:** \_\_\_\_\_

II) **Will a temporary food vendor or mobile kitchen be provided? Yes:\_\_\_No:\_\_\_**

i. **Name of temporary food vendor:** \_\_\_\_\_

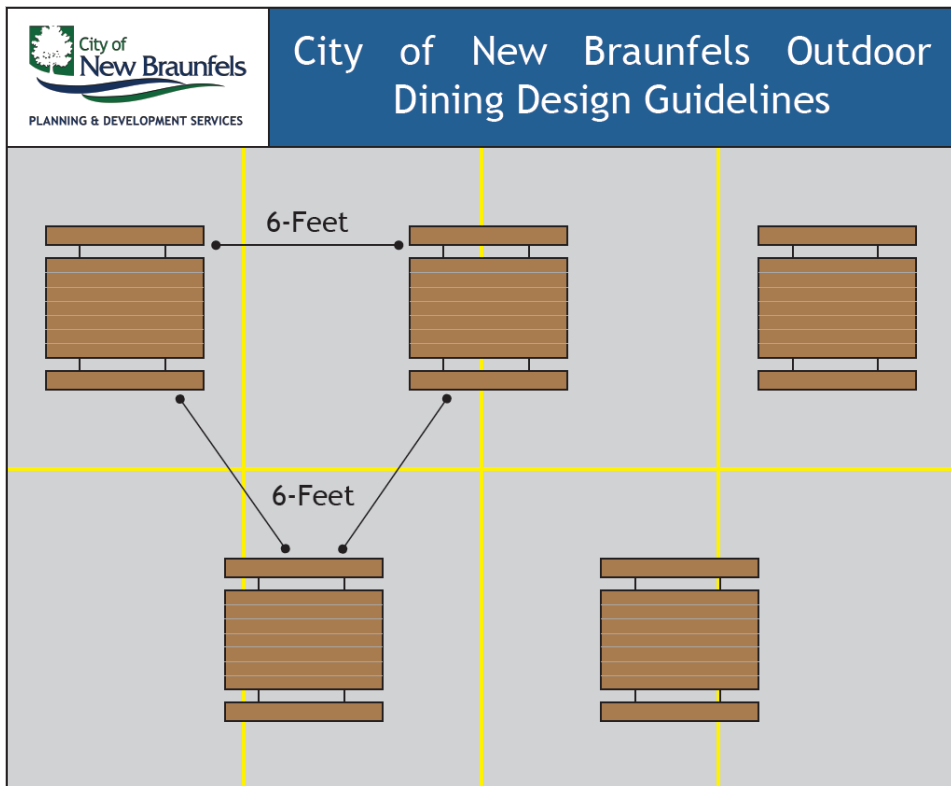
ii. **Contact Info:** \_\_\_\_\_

**SUBMITTAL CHECKLIST:**

STAFF:

**APPLICANT:**

- Completed Application
- Property owner authorization (if applicable)
- Site Plan showing the following:
- Lot lines
  - Streets (labeled)
  - Location of buildings and all structures on the property
  - Location and number of parking spaces
  - Outline of where the outdoor dining space will be located, including dimensions of the space, and number of tables and seating provided (note that tables and seating must be placed a minimum of 6-feet apart)
  - Number of parking spaces being utilized for outdoor dining
  - Location of food vendor or temporary kitchen, if utilized



\*Please use the diagram to the left as a visual guide\*

\*Please note that an incomplete application will delay approval time\*

**Applicant – Please initial beside each paragraph to acknowledge the following:**

\_\_\_\_\_ To the best of my knowledge, the property and all improvements thereon are in compliance with all applicable codes and ordinances of the city.

\_\_\_\_\_ I accept any and all legal responsibilities that I may incur as a result of granting this permission, and all my heirs, executors, and assigns agree to hold the city of New Braunfels harmless from any property damage, personal injury, or illness that may result from this agreement.

\_\_\_\_\_ Both the applicant and owner of the subject property agree to abide by the contents of this agreement and all applicable city codes and ordinances.

\_\_\_\_\_ I understand that as an emergency ordinance, any temporary outdoor dining permit may be repealed at the discretion of City Council.

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**Applicant Signature**

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**Date**

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**Applicant Name (PLEASE PRINT)**

**Property Owner/Legal Representative – Please initial beside each paragraph to acknowledge the following:**

\_\_\_\_\_ To the best of my knowledge, the property and all improvements thereon are in compliance with all applicable codes and ordinances of the city.

\_\_\_\_\_ I accept any and all legal responsibilities that I may incur as a result of granting this permission, and all my heirs, executors, and assigns agree to hold the city of New Braunfels harmless from any property damage, personal injury, or illness that may result from this agreement.

\_\_\_\_\_ Both the applicant and owner of the subject property agree to abide by the contents of this agreement and all applicable city codes and ordinances.

\_\_\_\_\_ I understand that as an emergency ordinance, any temporary outdoor dining permit may be repealed at the discretion of City Council.

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**Property Owner/Legal Representative Signature**

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**Date**

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**Property Owner/Legal Representative & Title (PLEASE PRINT)**

## **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 (2). 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](mailto:cwmessenger@newbraunfels.gov).

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