



**Planning & Development Services Department**

550 Landa Street  
 New Braunfels, Texas 78130  
 (830) 221-4050 [www.nbtexas.org](http://www.nbtexas.org)

CC/Cash/Check No.: \_\_\_\_\_  
 Amount Recd.: \$ \_\_\_\_\_  
 Receipt No.: \_\_\_\_\_  
 Case No.: \_\_\_\_\_

*Submittal date – office use only*

**Planned Development District – Concept Plan Application**

Standards for Planned Developments set forth in [Sec. 144-3.5](#).

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

**General:**

1	Proposed Planned Development Name					
2	Nearest Street Intersection or Address					
3	Legal Description					
4	Subdivision Name		Lot(s)		Block(s)	
5	Acreage		Number of Expected Phases*		Number of Expected Dwelling Units	

\*PD Districts larger than 350 acres shall provide a phasing schedule for the different construction phases.

**Boundaries:**

6	County		Comal		Guadalupe	
7	School District	CISD		NBISD		Other
8	Adjacent TxDOT Roadway <sup>1</sup>	NO	YES	Road Name		

**Floodway:**

9	Floodway - Is any part of the project property within the regulatory floodway?	NO	YES	
10	Floodplain - Is any part of the project property within the regulatory floodplain?	NO	YES	

**Zoning and Land Use:**

11	Current Zoning District		Planned Development Base District		
12	Present Use(s) of Property				
13	Proposed Use(s) of Property				

**Transportation:**

14	TIA Required Per Worksheet (per NBCO Sec. 114-99, Sec. 118-46)	NO	YES	
15	TIA Approval Date		TIA Level (if applicable)	

**Code Deviations:**

16	Does this application include deviations from code standards	NO	YES	
17	If YES, section of applicable code:			

*continue to next page*

**Pre-Development Meeting:**

18	Was there a pre-planning conference or pre-development meeting regarding this application? *	NO		YES	
	If YES and a pre-development meeting was held, pre-development meeting case number	DVS –			

\*A pre-planning conference is **required to submit this application** per [Sec. 144-3.5-2](#).

**Fees:**

14	<b>Application Fee Provided</b>	NO		YES	
	<b>Planned Development Application Fee</b> = \$2,000 + <b>Acres</b> x \$100 = _____ <b>Totaling</b> = \$ _____ (max. \$5,000)				
	<b>Total Above</b> \$ _____ x .03 <b>Technology Fee</b> = \$ _____ <b>Total Application Fee Due Now</b> = \$ _____				
15	<b>Newspaper Notice:</b> \$236.00 (\$115 each for Planning Commission and City Council + \$6.00 (3% technology fee))				
	<b>Example:</b> \$2000.00 + 3 Acres x \$100.00 = \$300.00 <b>Totaling</b> \$2,300.00 x .03 = \$69.00 = \$2,369.00 + \$236.00 = \$2,605.00				
	<b>Please Note: Public hearing mail notification fees are invoiced at a later date. You will be contacted with your fee total.</b>				
	<b>Public Hearing Mail Notifications &amp; Signage *Please Note:</b> The total will be calculated by Staff after application submittal and must be paid when sign(s) are picked up by the applicant.				

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**Required Attachments:**

City	Applicant	File ID #	Attachment	Application Reference
			<b>Shaded box indicates the item is ALWAYS required.</b> <b>Otherwise, a YES response on the application makes it required.</b> <b>All digital copies of documents to be titled as they are listed in BOLD.</b>	
		1	USB drive with a digital copy(.pdf) of all documents included in application (if submitting application in person)	
		2	<b>Project Letter</b>	
		3	<b>Application</b> (completed and signed by owner and agent)	
		4	<b>Survey</b> and/or <b>Metes and Bounds Description</b> of the property, with an exhibit illustrating property boundaries	
		5	<b>Deed</b> showing current ownership of entire subject property	
		6	<b>Letter of Authorization</b> for appointed agent (if applicable)	
		7	Completed <b>TIA Worksheet</b>	
		8	<b>Traffic Impact Analysis</b> (Digital copy only if required)	14
		9	<b>General Statement</b> establishing how the proposed district will relate to the City's Comprehensive Plan.	
		10	<b>General Thoroughfare Layout</b> indicating proposed streets, at a minimum to arterial street level.	
		11	Proposed <b>Development Standards</b>	
		12	<b>Phasing Schedule</b> (if applicable)	5

*continue to next page*

**Licensed Engineer/Surveyor:**

Licensed Engineer/Surveyor Signature		Date	
Licensed Engineer/Surveyor Name (printed)			
Company		Phone #	
Mailing Address (City, State, Zip)			
E-Mail			

**Property Owner Authorization:**

<p>As the property owner of the Proposed Subdivision, I hereby authorize City of New Braunfels' staff to visit and inspect the subject property for which this application is being submitted.</p> <p>Additionally, I have reviewed the Subdivision Application Instructions, the requirements of this application and related checklist(s), and hereby confirm all required materials demonstrating compliance with city codes and regulations are attached.</p>			
	I will represent my application before City Staff and/or Planning Commission as the Applicant		
<b><u>OR</u></b>			
	I hereby authorize the person named under Authorized Agent to act as Applicant in processing this application before City Staff and/or Planning Commission.		
Owners Signature		Date	
Owners Name (printed)		Phone #	
Mailing Address (City, State, Zip)			
E-Mail Address			

**Authorized Agent Statement:**

<p><b>Please Note:</b> The signature of the Authorized Agent confirms the Authorized Agent has reviewed the Plat Application Instructions, requirements of this application and related checklist(s) and hereby confirms all required materials are attached demonstrating compliance with city codes and regulations.</p>			
Authorized Agent Signature		Date	
Agents Name (printed)			
Company		Phone #	
Mailing Address (City, State, Zip)			
E-Mail			

# **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 chart 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>	\$2,000 plus \$100 an acre (max. \$5,000)
<b>Technology Fee</b>	3% of application fee
<b>Newspaper Notice</b>	(\$115 each x 1 or 2 required + 3% tech. fee)
<b>Public Hearing Mailed Notifications*</b>	\$2.15 per notice
<b>Public Hearing Signage*</b>	\$15 per sign

\*Public Hearing Mailed Notifications and Signage fees will be collected when the applicant picks up the Public Hearing Signs.

## **PUBLIC HEARING SIGNS:**

The Public Hearing signs are \$15 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.

**The applicant will be contacted when the sign(s) are ready to be picked up. At that time, the Public Hearing fees must be paid. Please see attached calendar regarding the dates that the signs must be placed by. If you are not contacted before that date, please contact the Planning Division at (830) 221-4050.**

The applicant will be responsible for:

1. Placing the signs at least 15 days prior to the hearing date. **If the signs are not picked up from City Hall/placed by due date specified in the attached calendar it will result in postponement of the case and new notice fees.**
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.

## **LETTER OF AUTHORIZATION:**

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.

## **LEGAL DESCRIPTION:**

If the property is unplatted (example of platted property: Lot A, Block 4, ABC Subdivision), a survey and/or metes and bounds description of the property with an exhibit illustrating property boundaries **must** accompany the application.

## **REZONING PROCESS/PROCEDURE:**

1. Applicant has preliminary conference with a Planning staff member concerning the request.
2. Applicant fills out an application for zoning change (*only page 1 of this information packet*) and submits said application with required attachment(s) and filing fees. Please indicate proposed use(s) and provide a site plan or other information showing the intended use of the property.
3. Applicant obtains "Zone Change Pending" sign(s) from the Planning Department and posts signs on the property.
4. Under certain conditions, the City will publish a notice of public hearing in the Herald at least 15 days prior to the meeting date.
5. The City will notify property owners within a 200-foot radius at least 10 days prior to the meeting.
6. A public hearing is held before the Planning Commission at which time the Commission makes a decision regarding a detail plan or detail amendment with an approved concept plan.
7. The City will publish a notice of public hearing in the Herald at least 15 days prior to the City Council hearing date.
8. A public hearing is held before the City Council if there is not an approved concept plan.

**IF ADDITIONAL INFORMATION IS NECESSARY, CONTACT THE PLANNING DIVISION AT (830) 221-4050 or [planning@nbtexas.org](mailto:planning@nbtexas.org).**

**Concept Plan Requirements per Section 3.5-6 of the Zoning Ordinance:**

1. Relation to the comprehensive plan. A general statement setting forth how the proposed district will relate to the city's comprehensive plan and the degree to which it is or is not consistent with that plan and the proposed base zoning district.
2. Acreage. The total acreage within the proposed district.
3. Survey. An accurate survey of the boundaries of the district.
4. Land uses. Proposed general land uses and the acreage for each use, including open space. For residential development, the total number of units and the number of units per acre.
5. General thoroughfare layout. Proposed streets, as a minimum to arterial street level. (Showing collector and local streets is optional.)
6. Development standards. Development standards, if different from the base zoning district, for each proposed land use, as follows:
  - a. Minimum lot area.
  - b. Minimum lot width and depth.
  - c. Minimum front, side, and rear building setback areas.
  - d. Maximum height of buildings.
  - e. Maximum building coverage.
  - f. Maximum floor to area ratios for nonresidential uses.
  - g. Minimum parking standards for each general land use.
  - h. Other standards as deemed appropriate.
7. Existing conditions. On a scaled map sufficient to determine detail, the following shall be shown for the area within the proposed district.
  - a. Topographic contours of ten feet or less.
  - b. Existing streets.
  - c. Existing 100-year floodplain, floodway and major drainage ways.
  - d. City limits and E.T.J. boundaries.
  - e. Zoning districts within and adjacent to the proposed district.
  - f. Land use.
  - g. Utilities, including water, wastewater and electric lines.



**2021  
PLANNING COMMISSION MEETING CALENDAR  
FOR ZONING APPLICATIONS  
Council Chambers  
6:00 p.m.**

Meeting Date (Tuesday unless otherwise noted)	Receipt of Zoning Applications <b>MONDAY only between 8 am and NOON deadline</b>	Completeness Notification (Incomplete application will be rejected)	Last Date Zoning Signs Must be Placed on Property
Tuesday, December 1, 2020	Monday, October 26, 2020	Thursday, October 29, 2020	Monday, November 16, 2020
Tuesday, January 5, 2021	Monday, November 30, 2020	Thursday, December 3, 2020	Monday, December 21, 2020
Tuesday, February 2, 2021	Monday, December 28, 2020	Thursday, December 31, 2021	<b><sup>1</sup>Monday, January 18, 2021</b>
Tuesday, March 2, 2021	Monday, January 25, 2021	Thursday, January 28, 2021	<b><sup>2</sup>Monday, February 15, 2021</b>
Tuesday, April 6, 2021	Monday, March 1, 2021	Thursday, March 4, 2021	Monday, March 22, 2021
Tuesday, May 4, 2021	Monday, March 29, 2021	Thursday, April 1, 2021	Monday, April 22, 2021
Tuesday, June 1, 2021	Monday, April 26, 2021	Thursday, April 29, 2021	Monday, May 17, 2021
Tuesday, July 6, 2021	<b><sup>3</sup>Tuesday, June 1, 2021</b>	Thursday, June 3, 2021	Monday, June 21, 2021
Tuesday, August 3, 2021	Monday, June 28, 2021	Thursday, July 1, 2021	Monday, July 19, 2021
<b><sup>4</sup>Wednesday, September 8, 2021</b>	Monday, August 2, 2021	Thursday, August 5, 2021	Monday, August 23, 2021
<b><sup>5</sup>Wednesday, October 6, 2021</b>	Monday, August 30, 2021	Thursday, September 2, 2021	Monday, September 20, 2021
Tuesday, November 2, 2021	Monday, September 27, 2021	Thursday, September 30, 2021	Monday, October 18, 2021
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

<sup>1</sup> City Hall Closed for MLK – Pick up signs the Friday before at the latest  
<sup>2</sup> City Hall Closed for President’s Day – Pick up signs the Friday before at the latest  
<sup>3</sup> City Hall Closed for Memorial Day – Submittal Deadline moved from Monday to Tuesday 4 Meeting moved from  
<sup>4</sup> Tuesday to Wednesday due to Budget Meetings on 09/07/2021  
<sup>5</sup> Meeting moved from Tuesday to Wednesday due to National Night Out 10/05/2021

## SUBMITTAL INSTRUCTIONS – SUBMITTING ZONING APPLICATIONS DIGITALLY TO THE CITY OF NEW BRAUNFELS

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### 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](mailto: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](mailto:plats@nbtexas.org) or (830) 221-4050 for assistance.