



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

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

Planned Development District – Detail Plan Amendment

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.

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: _____ *Mobile:* _____

Email: _____

2. Property Location/Nearest Intersection: _____

3. Name of Planned Development: _____

4. Was a Concept Plan Approved? YES NO Concept Plan Case #: _____

5. Date of Detail Plan Approval: _____ Detail Plan Case #: _____

6. Dates of Subsequent Detail Plan Amendments: _____

7. Describe the proposed amendments to the approved Detail Plan: _____

8. Do the proposed amendments affect the development or its adopted standards in any of the following ways:

- | | |
|---|---|
| <input type="checkbox"/> Alters the basic relationship of the | <input type="checkbox"/> Increases coverage of the site |
| <input type="checkbox"/> Alters the uses permitted | <input type="checkbox"/> Decreases off-street parking ratio |
| <input type="checkbox"/> Increases density | <input type="checkbox"/> Reduces yards provided at boundary of the site |
| <input type="checkbox"/> Increases floor area ratio | <input type="checkbox"/> Increases height allowances |

*** if any boxes are selected, please provide a letter of explanation regarding the proposed changes**

REQUIRED ATTACHMENTS:

| STAFF | APPLICANT | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Digital copy (.pdf) of all documents included in application. |
| <input type="checkbox"/> | <input type="checkbox"/> | A survey and/or metes and bounds description of the property with an exhibit illustrating property boundaries. |
| <input type="checkbox"/> | <input type="checkbox"/> | Letter of Authorization for appointed agent (<i>if applicable</i>). |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of deed showing current ownership. |
| <input type="checkbox"/> | <input type="checkbox"/> | Letter of Explanation (<i>if applicable</i>). |
| <input type="checkbox"/> | <input type="checkbox"/> | 1 TIA worksheet** and 1 Traffic Impact Analysis (<i>digital TIA only if required, contact the Engineering Division at Engineering@nbtexas.org, for more information</i>) |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of current Planned Development District Ordinance. |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of most recently Approved Detail Plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of Redlined Detail Plan. |

REQUIRED FEES:

Application Fee: \$ 1,000.00

Acres Fee: (_____ acres x \$100/acre) = \$ _____ (maximum \$2,000)

Technology Fee: Application Fee + Acres Fee = \$ _____ x 0.03 = \$ _____

Total Application Fee: Application Fee + Acres Fee + Technology Fee = \$ _____ *

*round down to the nearest whole dollar

Additional Fees Assessed at Later Date

Newspaper Notice Fee (\$115 per notice. Two notices required if no approved concept plan.)

Public Hearing Mail Notifications and Signage (\$15 per sign; \$2.15 per mailed notice)

*Please note: The total will be calculated by Staff after application submittal and must be paid when sign(s) are picked up by the applicant. **You will be contacted with your fee total.**

Please note: The signature indicates that the owner or an authorized agent has reviewed the requirements of this application and attached checklist, and all items on this checklist have been addressed and complied with. The owner/authorized agent understands that an incomplete application will **not** be accepted, and this application will **not** be accepted after the 12 p.m. deadline on an application deadline date, as outlined on the calendar attached to this application. The signature authorizes City of New Braunfels staff to visit and inspect the property for which this application is being submitted.

The undersigned hereby requests rezoning of the above described property as indicated.

Signature of Owner/Agent

Print Name & Title

Date

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:

| | |
|--------------------------------------|---|
| Application Fee | \$2,000 plus \$100 an acre (max. \$5,000) |
| Technology Fee | 3% of application fee |
| Newspaper Notice | (\$115 each x 1 or 2 required + 3% tech. fee) |
| Public Hearing Mailed Notifications* | \$2.15 per notice |
| Public Hearing Signage* | \$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.



2021
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 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 | ¹Monday, January 18, 2021 |
| Tuesday, March 2, 2021 | Monday, January 25, 2021 | Thursday, January 28, 2021 | ²Monday, February 15, 2021 |
| 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 | ³Tuesday, June 1, 2021 | Thursday, June 3, 2021 | Monday, June 21, 2021 |
| Tuesday, August 3, 2021 | Monday, June 28, 2021 | Thursday, July 1, 2021 | Monday, July 19, 2021 |
| ⁴Wednesday, September 8, 2021 | Monday, August 2, 2021 | Thursday, August 5, 2021 | Monday, August 23, 2021 |
| ⁵Wednesday, October 6, 2021 | 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 |

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

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.