



**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.: _____
<i>Submittal date – office use only</i>

## Zone Change Application

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

**General: 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.**

1	Name			
2	Mailing Address			
3	Telephone		Mobile	
4	Email			
5	Property Address/Location			

**Legal Description:**

6	Name of Subdivision					
7	Lot(s)		Block(s)		Acreage	
8	County		Comal		Guadalupe	
9	School District	CISD		NBISD		Other

**Floodway:**

10	Is any part of the project property within the floodway or floodplain?	NO		YES	
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**Zoning and Land Use:**

11	Present Use of Property				
12	Zoning Change Request	Current Zoning		Proposed Zoning	
13	Proposed Use of Property and/or Reason for request (attach additional or supporting information if necessary)				

**Fees:**

14	<b>Application Fee Provided</b>	NO		YES	
	Standard Zone Change = \$1,000 + Acreage x \$100 = _____ Totaling = \$ _____				
	Total Above \$ _____ x .03 Technology Fee = \$ _____				
15	<b>Newspaper Notice Fee:</b> \$236.00 (\$115 each for Planning Commission and City Council + \$6.00 (3% technology fee))				
	<b>Example:</b> \$1000.00 + 3 Acres x \$100.00 = \$300.00 Totaling \$1,300.00 x .03 = \$39.00 = \$1,339.00 + \$236.00 = \$1,575.00				
	<b>Total Application Fee Due Now = \$ _____</b>				
	<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.				

**Required Attachments:**

City	Applicant	File ID #	Attachment	Application Reference
<b>Shaded box indicates the item is ALWAYS required. Otherwise, a YES response on the application makes it required.</b>				
		1	USB drive with a digital copy(.pdf) of all documents included in application if submitting in person.	
		2	<b>Application</b> (completed and signed by owner and agent)	
		3	<b>Survey</b> with accompanying metes & bounds description of the proposed zone change boundaries with an exhibit illustrating property boundaries (if property is not platted)	
		4	<b>Authorization Letter</b> for appointed agent (if applicable)	
		5	<b>TIA Worksheet** and Traffic Impact Analysis</b> (digital TIA only if required, contact the Engineering Division at *830) 221-4020 or at <a href="mailto:Engineering@nbtexas.org">Engineering@nbtexas.org</a> , for more information) *Fees are outlined on Page 3.	
		6	<b>TIA Determination from Engineering must be attached to TIA Worksheet</b>	
		7	<b>Floodplain Map</b> overlaying the property proposed for zoning or, at a minimum, a copy of the proper FEMA flood map, with panel number (applicable if "YES" was selected for question #10 on page 1)	
		8	<b>Property Map</b> in relation to City limits/major roadways or surrounding area	
		9	<b>Deed</b> showing current ownership of entire subject property	
		10	<b>Future Land Use</b> Plan Update: \$500.00 (if applicable, verify with the Planning Division)	
		11	<b>Payment Provided</b>	

**Property Owner(s)/Agent Authorization:**

**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 the 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.***

<b>OR</b>			
Owners Signature		Date	
Owners Name (printed)		Phone #	
Mailing Address (City, State, Zip)			
E-Mail Address			

**PLEASE READ THE FOLLOWING INFORMATION REGARDING ZONE CHANGES 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	\$1,000.00 + \$100.00 an Acre (max. \$3,000.00)		
Technology Fee	3% of the total Application (plus acreage) fee above		
Newspaper Notice	\$236.00 (\$115.00 each x 2 required) + Technology Fee		
Public Hearing Mailed Notifications*	\$2.15 Per Notice		
Public Hearing Signage*	\$15.00 Per Sign		
TIA Worksheet**	\$103.00 (\$100.00 + 3% Technology Fee)		
TIA (if required)	<b>Level 1 = \$515.00</b> (\$500.00 + 3% Tech Fee)	<b>Level 2 = \$772.00</b> (\$750.00 + 3% Tech Fee)	<b>Level 3 = \$1,287.00</b> (\$1,250.00 + 3% Tech Fee)

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

**\*\* Copy of completed TIA Determination from Engineering must be attached to TIA Worksheet.**

**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 recommendation to the City Council.
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.
9. An ordinance authorizing the zoning change is read and voted upon at the same meeting at which the public hearing is held. If the ordinance passes the first reading, one more reading at a separate meeting is required.
10. If the ordinance passes both readings, the zoning change becomes effective immediately upon the second and final reading. The applicant will be sent a copy of the ordinance signed by the Mayor.
11. If the ordinance fails at any of the two readings at City Council, it is considered denied at that point.

*IF ADDITIONAL INFORMATION IS NECESSARY, CONTACT THE PLANNING DIVISION AT (830) 221-4050*



**2022**  
**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 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
Tuesday, February 1, 2022	Monday, December 27, 2021	Thursday, December 30, 2021	<b><sup>1</sup>Monday, January 17, 2022</b>
Tuesday, March 1, 2022	Monday, January 24, 2022	Thursday, January 27, 2022	Monday, February 14, 2022
Tuesday, April 5, 2022	Monday, February 28, 2022	Thursday, March 3, 2022	Monday, March 21, 2022
Tuesday, May 3, 2022	Monday, March 28, 2022	Thursday, March 31, 2022	Monday, April 18, 2022
Tuesday, June 7, 2022	Monday, May 2, 2022	Thursday, May 5, 2022	Monday, May 23, 2022
Tuesday, July 5, 2022	<b><sup>2</sup>Tuesday, May 31, 2022</b>	Thursday, June 2, 2022	Monday, June 20, 2022
Tuesday, August 2, 2022	Monday, June 27, 2022	Thursday, June 30, 2022	Monday, July 18, 2022
<b><sup>3</sup>Wednesday, September 7, 2022</b>	Monday, August 1, 2022	Thursday, August 4, 2022	Monday, August 22, 2022
<b><sup>4</sup>Wednesday, October 5, 2022</b>	Monday, August 29, 2022	Thursday, September 1, 2022	Monday, September 19, 2022
Tuesday, November 1, 2022	Monday, September 26, 2022	Thursday, September 29, 2022	Monday, October 17, 2022
Tuesday, December 6, 2022	Monday, October 31, 2022	Thursday, November 3, 2022	Monday, November 21, 2022
Tuesday, January 3, 2023	Monday, November 28, 2022	Thursday, December 1, 2022	Monday, December 19, 2022

<sup>1</sup> City Hall Closed for MLK – Pick up signs the Friday before at the latest  
<sup>2</sup> Moved from Monday to Tuesday as City Hall is closed for Memorial Day – 05/31/2022  
<sup>3</sup> Meeting moved from Tuesday to Wednesday due to Budget Meetings on 09/06/2022  
<sup>4</sup> Meeting moved from Tuesday to Wednesday due to National Night Out 10/04/2022  
 Wurstfest 11/05/2021-11/14/2021, 2022 dates unknown

## 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.