



PLANNING

APPLICATION FOR
ZONE CHANGE
424 S. CASTELL AVENUE
NEW BRAUNFELS TX 78130
E-MAIL: planning@nbtexas.org
PHONE: (830) 221-4050 FAX: (830) 608-2109
Case Number: \_\_\_\_\_

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: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

2. Property Address/Location: \_\_\_\_\_

3. Legal Description:
Name of Subdivision: \_\_\_\_\_

Lot(s): \_\_\_\_\_ Block(s): \_\_\_\_\_ Acreage: \_\_\_\_\_

4. Existing Use of Property: \_\_\_\_\_

5. Proposed Use of Property (attach additional or supporting information if necessary): \_\_\_\_\_

6. Zoning Change Request: Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

For "PDD Planned Development District", check if: Concept Plan \_\_\_\_\_ OR Detail Plan \_\_\_\_\_

7. Reason for request (please explain in detail and attach additional pages if needed): \_\_\_\_\_

8. ATTACHMENTS:

- Metes and bounds description and survey if property is not platted.
TIA worksheet and Traffic Impact Analysis if required.
Location in 100-year floodplain: Please provide a map of the floodplain overlaying the property proposed for zoning or, at a minimum, a copy of the proper FEMA flood map, with panel number. (Current floodplain maps are those most recently adopted by the City Council.)
Map of property in relation to City limits/major roadways or surrounding area.
If requesting a Planned Development (PD), applicant must provide development standards on the detail plan and/or provide the standards in a separate document as described in the Zoning Ordinance, Section 3.5. Provide 14 copies of the standards and Concept plan (1":200') for distribution with 4 copies of the survey (1":200') (if preparing revisions to existing Planned Development (PD) please provide one legible 11x17).
Copy of deed showing current ownership.

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

Date

Signature of Owner(s)/Agent

Print Name & Title

For Office Use Only

Fee Received By: \_\_\_\_\_ Amount: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Date Received: \_\_\_\_\_ Zoning signs issued: \_\_\_\_\_ Date: \_\_\_\_\_ No.: \_\_\_\_\_

Cash/Check Number: \_\_\_\_\_ Case Number: \_\_\_\_\_

# **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. If the application is incomplete, the Planning Division will notify you within 10 days of receipt of the application. The applicant will have 45 days to submit the required information or the application is subject to denial if all the required information has not been submitted.

## **FEES:**

*The filing fees are as follows:*

Less than 1 acre	\$ 500.00
1 acre to 9.99 acres	\$ 680.00
10 acres to 19.99 acres	\$ 950.00
20 acres or more	\$1,200.00

*Planned Development Detail Plan Fees:*

Less than 1 acre	\$250.00
1 acre to 9.99 acres	\$340.00
10 acres to 19.99 acres	\$475.00
20 acres or more	\$600.00

## **SIGNS:**

The "Zone Change Pending" signs are \$15.00 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 responsible for:

1. Placing the signs at least 15 days prior to the hearing date;
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 of the property must accompany the application. A survey can include a plat or metes and bounds description.

## **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, it is considered denied at that point.

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



**2016  
REVISED PLANNING COMMISSION MEETING CALENDAR  
Council Chambers  
6:00 p.m.**

PLANNING

Meeting Date (Tuesday unless otherwise noted)	Application Deadline For Plats <sup>1</sup> Zone Changes and SUPs by <b>4:00 p.m.</b>	Plan Review Mtg. w/ City reviewers 9 am City Hall	Comments due to Project Mgr. Before <b>9:00 a.m.</b> via email	Plat Comments Distributed <sup>1</sup>	Notice to newspaper ----- Mail Plat PH Notices	Mail Notices To Property Owners & Applicant	Last Date Zoning Signs Must be Placed on Property	Meeting Date for Plat Re-submittals <sup>2</sup> /Reports Due to Mgr	Send Agendas To Commission Members	Reports due to DIR
January 5	Nov 24 2015 (Tues)	Dec 3 2015	Dec 10 2015	Dec 11 2015	Dec 16 2015	Dec 18 2015	Dec 21 2015	Dec 22 2015	Dec 30 2015	Dec 23 2015
February 2	Dec 22 2015 (Tues)	Dec 30 2015 (Wed)	Jan 7	Jan 8	Jan 13	Jan 15	Jan 15 <sup>3</sup> (Fri)	Jan 19	Jan 27	Jan 21
March 1	Jan 21	Jan 28	Feb 4	Feb 5	Feb 10	Feb 12	Feb 12 <sup>3</sup> (Fri)	Feb 16	Feb 24	Feb 18
April 5	Feb 25	Mar 3	Mar 10	Mar 11	Mar 16	Mar 18	Mar 21	Mar 22	Mar 30	Mar 24
May 3	Mar 23 (Wed)	Mar 31	April 7	April 8	April 13	April 15	April 18	April 19	April 27	April 21
June 7	April 28	May 5	May 12	May 13	May 18	May 20	May 23	May 24	June 1	May 26
July 5	May 26	June 2	June 9	June 10	June 15	June 17	June 20	June 21	June 29	June 23
August 2	June 23	June 30	July 7	July 8	July 13	July 15	July 18	July 19	July 27	July 2
September 13 (second Tuesday)	Aug 4	Aug 11	Aug 18	Aug 19	Aug 24	Aug 26	Aug 29	Aug 30	Sept 7	Sept 1
October 5 <sup>4</sup> (Wednesday)	Aug 25	Sept 1	Sept 8	Sept 9	Sept 14	Sept 16	Sept 19	Sept 20	Sept 28	Sept 22
November 1 <sup>5</sup>	Sept 21	Sept 29	Oct 6	Oct 7	Oct 12	Oct 14	Oct 17	Oct 18	Oct 26	Oct 20
December 6	Oct 27	Nov 3	Nov 10	Nov 11	Nov 16	Nov 18	Nov 21	Nov 22	Nov 30	Nov 23
Jan 3 2017	Nov 22 (Tues)	Dec 1	Dec 8	Dec 9	Dec 14	Dec 16	Dec 19	Dec 20	Dec 28	Dec 22

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1 For purposes of the 30 day deadline for plat approval, your plat application is considered accepted after being checked for completeness on the Plat Comments Distributed date.

2 No additional revisions can be made to the plat after this meeting prior to Planning Commission review.

3 Public Holiday the following Monday – City Hall closed, signs must be picked up 1/15/16 & 2/12/16 (Friday before holiday (MLK & President's)

4 Texas National Night Out 10/4/16 (First Tuesday)

5 National Election will be held on November 8, 2016 & County elections follow same schedule (First Tuesday after the first Monday in November).

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