



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

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

Zoning Verification Letter Application

Utilize this form to request verification of zoning on a specific property.

1. **Subject Property Address:** _____
 (If an address is not available a location map defining the boundaries of the subject property must be provided.)

2. **Letter requested by: Name** _____

Phone _____ **E-mail** _____

3. **Letter is to be addressed and mailed to:**

Name _____ **Title** _____

Mailing Address _____

City _____ **State** _____ **Zip Code** _____

4. **Letter is to be e-mailed:** Yes/No (circle one) **E-mail Address** _____

5. **Level of Detail:**

 Basic (\$25.00) **Detailed (\$103)**

Attachments:

- ___ Application fee (\$25.00 or \$103)
- ___ A location map showing the boundaries of the subject property if an address is not available.
- ___ If requesting detailed, please provide outline of information being requested.

The undersigned hereby requests a Zoning Verification Letter for the property described above.

Signature of Owner(s)/Agent	Date

For Office Use Only

Fee Received By: _____ Amount _____ Receipt No.: _____
 Date Received: _____ Cash/Check Number: _____

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 (1). 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@nbtexas.org.

If you have any questions, please contact Development Planning Division Staff at planning@nbtexas.org or (830) 221-4050.