



**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 |  |
|----|--|----|--|-----|--|

### 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 |  |
| <b>Standard Zone Change = \$1,000 + Acreage x \$100 = _____ Totaling = \$ _____</b>  |  |    |  |     |  |
| <b>Total Above \$ _____ x .03 Technology Fee = \$ _____ Total Application Fee Due Now = \$ _____</b>   |  |    |  |     |  |
| 15   | <b>Newspaper Notice: \$236.00 (\$115 each for Planning Commission and City Council + \$6.00 (3% technology fee))</b> |    |  |     |  |
| <b>Example: \$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>   |  |    |  |     |  |
| <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: The total will be calculated by Staff after application submittal and must be paid when sign(s) are picked up by the applicant.</b> |  |    |  |     |  |

**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><br>(\$500.00 + 3% Tech Fee)  | <b>Level 2 = \$772.00</b><br>(\$750.00 + 3% Tech Fee) | <b>Level 3 = \$1,287.00</b><br>(\$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*



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

| Meeting Date (Tuesday unless otherwise noted)   | Receipt of Zoning Applications<br><b>MONDAY only between 8 am and NOON deadline</b> | Completeness Notification<br>(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                         |

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