



**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.: \_\_\_\_\_

*Submittal date – office use only*

## Special Use Permit 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                      |  | TJ Grossi                                   |              |  |
| 2 | Mailing Address           |  | 1404 Gruene Road, New Braunfels, TX 78130   |              |  |
| 3 | Telephone                 |  | Mobile                                      | 708.203.6660 |  |
| 4 | Email                     |  | tj@schumannconsulting.org                   |              |  |
| 5 | Property Address/Location |  | 1251 Sleepy Hollow, New Braunfels, TX 78130 |              |  |

### Legal Description:

|   |                     |              |          |   |               |
|---|---------------------|--------------|----------|---|---------------|
| 6 | Name of Subdivision | Ingram Acres |          |   |               |
| 7 | Lot(s)              | 2B           | Block(s) |   | Acreage 19.96 |
| 8 | County              |              | Comal    | X | Guadalupe     |
| 9 | School District     | CISD         | NBISD    | X | Other         |

### Floodway:

|    |                                                                        |    |  |     |   |
|----|------------------------------------------------------------------------|----|--|-----|---|
| 10 | Is any part of the project property within the floodway or floodplain? | NO |  | YES | X |
|----|------------------------------------------------------------------------|----|--|-----|---|

### Zoning and Land Use:

|    |                                                                                                               |        |    |        |  |
|----|---------------------------------------------------------------------------------------------------------------|--------|----|--------|--|
| 11 | Present Use of Property                                                                                       | Vacant |    |        |  |
| 12 | Current Zoning                                                                                                | R-2    |    |        |  |
| 13 | Proposed Special Use Permit – *see Page 4 for information regarding Type 1 and Type 2 Special Use Permits     |        |    |        |  |
|    | Type 1                                                                                                        | X      | OR | Type 2 |  |
| 14 | Proposed Use of Property and/or Reason for Request (attach additional or supporting information if necessary) |        |    |        |  |

We are requesting a type 1 SUP to allow a Resort Property with Cottages, Cabins, Condos, RV's commercial parking, and supporting structures including but not limited to bathhouse, maintenance building, and amenities. Quiet hours would be 10pm – 6am, Sleepy Hollow access would be for emergency use only, and a heavy vegetation buffer would abut adjacent residential lots. All Construction would meet or exceed the City's minimum standards for building in the Floodplain.

**Fees:**

|    |                                                                                                                                                                                                      |    |  |     |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|--|-----|
| 15 | Application Fee Provided                                                                                                                                                                             | NO |  | YES |
|    | <b>Special Use Permit</b> = \$1,500 + Acreage x \$100 = <u>\$1996.00</u> <b>Totaling</b> = \$ <u>3496.00</u>                                                                                         |    |  |     |
|    | <b>Total Above</b> \$ <u>3496.00</u> x .03 <b>Technology Fee</b> = \$ <u>104.88</u> <b>Total Application Fee Due Now</b> = \$ <u>3600.88</u>                                                         |    |  |     |
| 16 | <b>Newspaper Notice:</b> \$236.00 (\$115 each for Planning Commission and City Council + \$6.00 (3% technology fee))                                                                                 |    |  |     |
|    | <b>Example:</b> \$1,500.00 + 3 Acres x \$100.00 = \$300.00 <b>Totaling</b> \$1,800.00 x .03 = \$54.00 = \$1,854.00 + \$236.00 = \$2,090.00                                                           |    |  |     |
|    | <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</b> *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. |    |  |     |

**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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                       |
|      | x         | 2         | <b>Application</b> (completed and signed by owner and agent)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                       |
|      | x         | 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)                                                                                                                                                                                                                                                                                                                                                                                                                     |                       |
|      | x         | 4         | <b>Authorization Letter</b> for appointed agent (if applicable)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                       |
|      | x         | 5         | <b>Photo(s)</b> showing the existing/current circumstances of the property from public right-of-way.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                       |
|      | x         | 6         | <b>TIA Determination Form and Traffic Impact Analysis</b> (digital TIA only if required, follow the steps at this link <a href="https://www.nbtexas.org/2442/Traffic-Impact-Analysis">https://www.nbtexas.org/2442/Traffic-Impact-Analysis</a> , for more information)                                                                                                                                                                                                                                                                                                                              |                       |
|      | x         | 7         | <b>TIA Determination Letter</b> from CoNB Public Works Department must be attached to TIA Determination Form                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                       |
|      | x         | 8         | <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)                                                                                                                                                                                                                                                                                                                                                                                            |                       |
|      | x         | 9         | <b>Property Map</b> in relation to City limits/major roadways or surrounding area                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                       |
|      | x         | 10        | <b>Deed</b> showing current ownership of entire subject property                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                       |
|      |           | 11        | (Type 2) Development/Site Plan with the following information listed below (Please Note: Additional information may be requested)                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                       |
|      |           |           | <b>The following statement must be included on the site plan:</b> "I _____, the property owner, acknowledge that this site plan submitted for the purposes of rezoning this property is in accordance with all applicable provisions of the Zoning Ordinance. Additionally, I understand that City Council approval of this site plan in conjunction with a rezoning case does not relieve me from adherence to any/all City-adopted Codes/Ordinances at the time of plan submittal for building permits. Nor does it relieve me from adherence to any/all state or federal rules and regulations." |                       |
|      |           |           | Drawn to scale                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |
|      |           |           | Property Lines                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |
|      |           |           | Location of all buildings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                       |
|      |           |           | Number of parking spaces (parking calculation table required)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                       |
|      |           |           | Driveways (means of ingress/egress)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                       |
|      |           |           | North arrow                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                       |
|      |           |           | Adjacent street names                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                       |
|      |           |           | Dimensions of parking space & maneuvering space                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                       |
|      |           | 12        | <b>Payment Provided</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                       |

continue to next page

**Property Owner Authorization:**

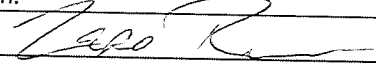
As the property owner of the Proposed Subdivision, I hereby authorize City of New Braunfels' staff to visit and inspect the subject property for which this application is being submitted.

Additionally, I have reviewed the Subdivision Application Instructions, the requirements of this application and related checklist(s), and hereby confirm all required materials demonstrating compliance with city codes and regulations are attached.

I will represent my application before City Staff and/or Planning Commission as the Applicant

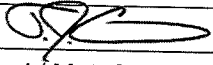
OR

☒ I hereby authorize the person named under Authorized Agent to act as Applicant in processing this application before City Staff and/or Planning Commission.

|                                    |                                                                                   |         |              |
|------------------------------------|-----------------------------------------------------------------------------------|---------|--------------|
| Owners Signature                   |  | Date    | 10-28-21     |
| Owners Name (printed)              | ZERO RIVERS                                                                       | Phone # | 830 660 6171 |
| Mailing Address (City, State, Zip) | 1071 FIELDSTONE DRIVE New Braunfels TX 78130                                      |         |              |
| E-Mail Address                     | TOOBINTX@aol.com                                                                  |         |              |

**Authorized Agent Statement:**

**Please Note:** The signature of the Authorized Agent confirms the Authorized Agent has reviewed the Plat Application Instructions, requirements of this application and related checklist(s) and hereby confirms all required materials are attached demonstrating compliance with city codes and regulations.

|                                    |                                                                                     |         |              |
|------------------------------------|-------------------------------------------------------------------------------------|---------|--------------|
| Authorized Agent Signature         |  | Date    | 10.12.2021   |
| Agents Name (printed)              | TJ Grossi / Matt Schumann                                                           |         |              |
| Company                            | Schumann Consulting                                                                 | Phone # | 708.203.6660 |
| Mailing Address (City, State, Zip) | 236 Summer Hill, New Braunfels, Texas 78132                                         |         |              |
| E-Mail                             | tj@schumannconsulting.org                                                           |         |              |

**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.**

|                                      |                                                        |
|--------------------------------------|--------------------------------------------------------|
| Application Fee                      | \$1,500.00 + \$100.00 an Acre (max. \$4,000.00)        |
| 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                                       |

*\*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 to the next meeting date 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 the applicant is not the property owner, a letter signed by the owner authorizing the applicant to act on their behalf must accompany this application.

**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.

**SPECIAL USE PERMIT PROCESS/PROCEDURE:**

1. Applicant has preliminary conference with a Planning staff member concerning the request prior to the submittal of the application.
2. Applicant completes an application for Special Use Permit and submits said application (*excluding the information section of the packet*) with required attachment(s) and filing fees.
3. Applicant obtains "Public Hearing" sign(s) from the Planning Division and posts signs on the property.
4. 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 mail notices to property owners within a 200-foot radius of the subject property 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 Special Use Permit 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 Special Use Permit 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. The same request cannot be submitted to the City within 180 days of the denial as specified in Section 144-2.1-5.

## SEC. 3.6 SPECIAL USE PERMITS - CHAPTER 144, ZONING

3.6-1 *Compatible and orderly development.* A special use permit may be granted to allow compatible and orderly development which may be suitable only in certain locations and zoning districts if developed in a specific way or only for a limited period of time.

3.6-2. *Application processing.* Application for a Special Use Permit shall be processed in accordance with Section 2.1 of this Chapter and shall include the pertinent information as determined by the type of Special Use Permit and additional information as determined by the Planning Director, the Planning Commission or the City Council.

Types of Special Use Permit:

*Type 1.* Regulates land use only; does not require specific site plan or schedule. Construction within a Type 1 Special Use Permit will comply with all of the standard construction requirements for the approved use at the time of construction permit, including drainage plans, TIA, driveway location, and landscaping.

*Type 2.* Requires a site plan drawn to scale and shall show the arrangement of the project in detail, including parking facilities, locations of buildings, uses to be permitted, landscaping, and means of egress and ingress.

3.6-3. *Standards.* When considering applications for a special use permit, the Planning Commission in making its recommendation and the City Council in rendering its decision on the application shall, on the basis of the site plan, if a Type 2, and other information submitted, evaluate the impact of the special use on, and the compatibility of the use with, surrounding properties and neighborhoods to ensure the appropriateness of the use at a particular location. The Planning Commission and the City Council shall specifically consider the extent to which:

- (a) *Comprehensive plan consistency.* The proposed use at the specified location is consistent with the goals, objectives and policies contained in the adopted Comprehensive Plan;
- (b) *Zoning district consistency.* The proposed use is consistent with the general purpose and intent of the applicable zoning district regulations;
- (c) *Supplemental Standards.* The proposed use meets all supplemental standards specifically applicable to the use as set forth in this Chapter;
- (d) *Character and integrity.* The proposed use is compatible with and preserves the character and integrity of adjacent development and neighborhoods and, as required by the particular circumstances.

A Type 2 Special Use Permit may include improvements or modifications either on-site or within the public rights-of-way to mitigate development-related adverse impacts, including but not limited to:

- (1) Adequate ingress and egress to property and proposed structures thereon with particular reference to vehicular and pedestrian safety and convenience, and access in case of fire;
  - (2) Off-street parking and loading areas;
  - (3) Refuse and service areas;
  - (4) Utilities with reference to location, availability, and compatibility;
  - (5) Screening and buffering, features to minimize visual impacts, and/or setbacks from adjacent uses;
  - (6) Control of signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district;
  - (7) Required yards and open space;
  - (8) Height and bulk of structures;
  - (9) Hours of operation;
  - (10) Paving of streets, alleys, and sidewalks;
  - (11) Provisions for drainage;
  - (12) Exterior construction material and building design; and
  - (13) Roadway adjustments, traffic control devices or mechanisms, and access restrictions to control traffic flow or divert traffic as may be needed to reduce or eliminate development-generated traffic on neighborhood streets.
- (e) *Public health, safety, convenience, and welfare.* The proposed use is not materially detrimental to the public health, safety, convenience and welfare, or results in material damage or prejudice to other property in the vicinity.

3.6-4 *Procedures for special use permit (SUP).* Granting of an SUP is considered zoning and as such, all the procedures for changing a zoning district apply to an application for an SUP. After a public hearing and upon the recommendation of the Planning Commission, the City Council may approve, deny or modify the site plan and issue a special use permit containing such requirements and safeguards as necessary to protect adjoining property, including conditions addressing the standards in Section 3.6-3(d).

## SEC. 3.6 SPECIAL USE PERMITS - CHAPTER 144, ZONING, *contd.*

3.6-5. *Revocation.* The SUP for a Type 1 permit may be considered for revocation if a use other than the use approved in the SUP or in the underlying zoning district is developed or other stated requirements are not met. The SUP for a Type 2 permit may be considered for revocation for the following reasons:

- (a) Construction is not begun within five years of the date of approval of the permit.
- (b) Progress toward completion is not being made. Progress toward completion includes the following:
  - (1) An application for a final plat is submitted;
  - (2) A good faith effort is made to file with a regulatory agency an application for a permit necessary to begin or continue completion of the project;
  - (3) Costs have been incurred for developing the project including, without limitation, costs associated with roadway, utility, and other infrastructure facilities designed to serve in whole or in part, the project (but exclusive of land acquisition) in the aggregate amount of 5% of the most recent appraised market value of the real property on which the project is located;
  - (4) Security is posted with the city to ensure performance of an obligation required by the city; or
  - (5) Utility connection fees or impact fees for the project have been paid to the City or New Braunfels Utilities.
- (c) *Abandonment of the project.* Abandonment includes development of the property in a way other than provided for by the SUP.
- (d) Failure to satisfy the conditions of the SUP or follow the site plan made part of the SUP.
- (e) *Code violations.* Revocation may be considered if there are three or more code violations in a 720-day period.
  - (1) *Notice to property owner.* If the Planning Director finds no less than three violations of any code of ordinances on the property within a 360-day period, he shall advise the applicant of a revocation hearing. The Planning Director shall notify the property owner in writing of the violations and that an administrative hearing will be held concerning the violations. Such notice shall be given at least 10 days prior to the hearing. The Planning Director shall take evidence and conduct an administrative hearing to determine if a revocation procedure should be initiated. Such a determination is not subject to appeal to the Zoning Board of Adjustment.
  - (2) If the Planning Director finds that there is credible evidence that the code of ordinances has been violated, or there have been convictions or guilty pleas in any court of competent jurisdiction, on at least three separate occasions within a 720 day period, and after the administrative hearing, he shall initiate a SUP revocation process.
  - (3) *Appeal to Municipal Court.* Any code violation may be appealed to, or considered by, the Municipal Court Judge. The parties at interest in this appeal may cross examine witnesses.
- (f) *Revocation process.* The revocation process shall be the same as for a zoning district change, with notice to property owners within 200 feet, public hearing and recommendation by the Planning Commission, and public hearing and ordinance consideration by the City Council.
- (g) The City Council may deny the SUP revocation, approve the revocation, deny the revocation and add additional restrictions to the SUP, suspend the SUP for a period the Council determines, or amend the SUP with probationary requirements and terms the Council determines.
- (h) Upon revocation of a special use permit the property subject to the special use permit may be used for any permitted use within the applicable base zoning district.

3.6-6. *Compliance with conditions.* Conditions which may have been imposed by the City Council in granting such permit shall be complied with by the grantee before a Certificate of Occupancy may be issued by the Building Official for the use of the building on such property.

3.6-7. *Telecommunication towers and/or antennas.* See Sec. 5.6

3.6-8. *Deviation from Code.* The City Council may approve a special use permit with deviations to any provision of the Code of Ordinances. Such deviations shall be listed or shown in or as part of the Ordinance approving the special use permit.



**2022**  
**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 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.