



**Planning & Community Development Department  
Planning Division**

550 Landa St. New Braunfels, Tx 78130  
(830) 221-4050 www.nbtexas.org

<input checked="" type="checkbox"/> Cash/Check No.: <u>102</u>	Case No.: <u>P2-18-030</u>
Amount Recd. \$ <u>1,563</u>	
Receipt No.: <u>215303</u>	
<b>RECEIVED</b> AUG 01 2018 <small>BY Submittal date - office use only</small>	

## Special Use Permit Application to Allow Short Term Rental

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

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: Meadows Investments LLC  
Mailing Address: 174 Hidden Meadows Dr.  
Telephone: 830-608-4901 Fax:        Mobile: 830-608-4901  
Email: Sea7@satx.rr.com

2. Property Address/Location: 274 N. Liberty Ave.

3. Legal Description:  
Name of Subdivision:         
Lot(s): 2, 3, and W 9' of 11 Block(s): 5068 Acreage: .1825

4. Existing Use of Property: residential

5. Current Zoning: R3

\*Please note Short Term Rentals are prohibited in the following residential districts, & a Special Use Permit could not be requested:

- R-1 • ZH • TH • R-1A-43.5 • R-1A-8 • R-2A • B-1B
- R-2 • ZH-A • B-1 • R-1A-12 • R-1A-6.6 • B-1A • TH-A

6. Proposed Special Use Permit\*: Type 1 ☒ OR Type 2 ☐

\*see page 4 for information regarding Type 1 and Type 2 Special Use Permits

7. Explain how the proposed Short Term Rental use will be well suited for the neighborhood (attach additional or supporting information if necessary):

Neighborhood around  
274 N. Liberty has multiple STR homes. Home  
has STR on both sides and across street.  
Rental will be great addition to neighborhood.

# **SUBMITTAL CHECKLIST:**

STAFF:	APPLICANT:									
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A survey and/or metes and bounds description of the property with an exhibit illustrating property boundaries <i>(if property is not platted)</i> .								
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Letter of Authorization for appointed agent <i>(if applicable)</i> .								
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Map of property in relation to City limits/major roadways or surrounding area.								
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Copy of deed showing current ownership.								
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Floor plan with the following information: <table border="0"> <tr> <td><input checked="" type="checkbox"/> Layout of the building</td> <td><input checked="" type="checkbox"/> Sleeping areas</td> </tr> <tr> <td><input checked="" type="checkbox"/> Dimensions of each room</td> <td><input checked="" type="checkbox"/> Doors and windows</td> </tr> <tr> <td><input checked="" type="checkbox"/> Room Labels (kitchen, bathroom, dining room, garage, etc.)</td> <td></td> </tr> </table>	<input checked="" type="checkbox"/> Layout of the building	<input checked="" type="checkbox"/> Sleeping areas	<input checked="" type="checkbox"/> Dimensions of each room	<input checked="" type="checkbox"/> Doors and windows	<input checked="" type="checkbox"/> Room Labels (kitchen, bathroom, dining room, garage, etc.)			
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<input type="checkbox"/>	<input type="checkbox"/>	(Type 2) Development/site plan with the following information: (*Please note: Additional information may be requested.) <table border="0"> <tr> <td><input type="checkbox"/> Drawn to scale</td> <td><input type="checkbox"/> Location of all buildings</td> </tr> <tr> <td><input type="checkbox"/> North arrow</td> <td><input type="checkbox"/> Number of parking spaces (parking calculation table required)</td> </tr> <tr> <td><input type="checkbox"/> Property lines</td> <td><input type="checkbox"/> Dimensions of parking space and maneuvering space</td> </tr> <tr> <td><input type="checkbox"/> Adjacent street names</td> <td><input type="checkbox"/> Driveways (means of ingress/egress)</td> </tr> </table>	<input type="checkbox"/> Drawn to scale	<input type="checkbox"/> Location of all buildings	<input type="checkbox"/> North arrow	<input type="checkbox"/> Number of parking spaces (parking calculation table required)	<input type="checkbox"/> Property lines	<input type="checkbox"/> Dimensions of parking space and maneuvering space	<input type="checkbox"/> Adjacent street names	<input type="checkbox"/> Driveways (means of ingress/egress)
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<input type="checkbox"/>	<input type="checkbox"/>	Application Fee: \$ _____ $\$1,500 + (\text{_____ acres} \times \$100) = \$\text{_____}$ (max. \$4,000)								
<input type="checkbox"/>	<input type="checkbox"/>	Technology Fee: \$ _____ 3% of application fee $\rightarrow \$\text{_____}$ (application fee) $\times .03 = \$\text{_____}$								
<input type="checkbox"/>	<input type="checkbox"/>	Public Hearing Newspaper Notice: \$236 (\$115 each for Planning Commission and City Council + 3% technology fee)								
<input type="checkbox"/>	<input type="checkbox"/>	Public Hearing Mail Notifications and Signage. *Please note: The total fee will be calculated by Staff after application submittal based on the quantity of mailed notices and signs and must be paid when sign(s) are picked up by the applicant when sign(s) are picked up by the applicant.								

**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 4 p.m. deadline on an application deadline date, as outlined on the calendar attached to this application. The signature authorizes 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.M. Adams      830.608.4901      sea1@satx.rr.com  
 Owner's Name (Printed)      Phone Number      Email  
174 Hidden Meadows Dr. New Braunfels, TX 78132  
 Owner's Mailing Address  
[Signature]      08.01.18  
 Signature of Owner      Date