

# City of New Braunfels **Development Guide**



[WWW.NEWBRAUNFELS.GOV/DEVELOPMENTGUIDE](http://WWW.NEWBRAUNFELS.GOV/DEVELOPMENTGUIDE)

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# Chapter One

# INTRODUCTION



## **What is the purpose of this guide?**

This guide contains basic information to help you complete a successful development project in our community from start to finish. Our goal is to inform you of what to expect throughout the entire development process.

## **How do I locate the information I need?**

We have divided this guide into different sections to explain the various stages of development which include Pre-development, Zoning, Platting, Public Infrastructure, Building Permits, and Certificate of Occupancy. Each project submitted will involve different stages of the development process depending on your specific needs. When reviewing each section of this guide, you will find explanations on how each process functions including flow charts and references to any fees and applications required. Also included is an appendix of additional information you may find useful before submitting your project. For more detailed information on applications, checklists, and fees, please visit the city website at [newbraunfels.gov](http://newbraunfels.gov).

## **How can I seek help before I submit my project?**

We encourage you to schedule a pre-development meeting to discuss your project so that we may provide you with specific requirements and the information necessary to move forward with project submission.



## Chapter Two

# WHERE TO BEGIN

## THE PRE-DEVELOPMENT PROCESS



### How does pre-development work?

Pre-development begins when you are interested in development in our City Limits as well as Extra-territorial Jurisdiction. At this time, we will request that you submit the [pre-development request form](#) to help us determine the appropriate staff needed to discuss your project.

After submitting your form, the Development Coordinator will contact you by the end of the next business day to schedule a meeting. Staff reserves time twice a week for pre-development meetings. Depending on the project, these meetings can range from 30 minutes to an hour. An overview of the pre-development process is included in the Figure on page 3.

### Are pre-development meetings required?

No, but if your development meets any of the following, staff highly encourages a pre-development meeting (at no cost).

#### 30 Minute Meeting

- Zoning – reuse of existing structures and site
- Non-residential construction – minor addition
- Land disturbance less than 5,000 square feet
- Construction in the Historic District
- Zoning Variance Request

#### 1 Hour Meeting

- Zoning change
- Municipal Utility District
- Public Improvement District
- Development Agreement
- Platting or subdividing platted property
- Residential subdivision construction
- New non-residential construction (including apartments, new structure or significant addition)
- Land disturbance greater than 5,000 square feet

If you do not meet any of this criteria and your request is relatively straightforward, then you may move forward in the process without a pre-development meeting. However, pre- development meetings are always available and encouraged.

### What takes place at the pre-development meeting?

At this meeting we will discuss the general needs, plans, and constraints for your project. This discussion helps us identify the codes, ordinances, infrastructure locations, and department requirements that might affect your project.

### What do I need to submit prior?

Please submit a sketch, site plan, or basic vision of what you have in mind for your project at least 48 hours in advance of meeting. This will allow us to better understand your project and provide the most accurate information for you. It is also helpful if you can answer as many questions as possible on our pre-development checklist (located on page 4).

### What will I get out of attending a pre-development meeting?

We will explain the process you will be following, provide you with any applicable documentation including checklists, timing information, and address any questions you may have.

The Development Coordinator ([development@newbraunfels.gov](mailto:development@newbraunfels.gov)) will be your contact for any follow-up questions or additional information. This person will also act as your liaison from the beginning to end of the process to facilitate the success of your project.

# PRE-DEVELOPMENT PROCESS

## 1. VISIT PLANNING & DEVELOPMENT SERVICES CENTER (ONLINE, IN-PERSON, OR BY PHONE)

Visit our [website](#)

Phone: 830-221-4041

Email: [Development@newbraunfels.gov](mailto:Development@newbraunfels.gov)

Address: 550 Landa St, New Braunfels, TX 78130

## 2. DISCUSS YOUR DEVELOPMENT/REQUEST

- a. Fill out pre-development meeting [request form](#)
- b. Submit form to Development Coordinator.

## 3. SCHEDULE PRE-DEVELOPMENT MEETING

- a. The Development Coordinator will schedule meeting.  
Meetings are currently held Tuesday or Thursday mornings.

## 4. ATTEND PRE-DEVELOPMENT MEETING

- a. Come prepared with a basic vision for your project. The more information you provide, the more successful the meeting.
- b. Receive documentation needed to move forward or any follow up information.

*Move to next steps according to path identified in pre-development meeting.*



## CHECKLIST:

# PRE-DEVELOPMENT MEETING

Questions to answer prior to

Answer as many questions as possible prior to the meeting. If an answer is unknown, City staff may assist with the determination during the meeting.

### **Is the lot located in the City of New Braunfels Extraterritorial Jurisdiction?**

ETJ is a buffer extending outside the city limits where certain City rules can be extended. Properties outside the city limits but inside the ETJ are under the subdivision regulations of the City, but will not be held to zoning, land use or most City development standards. For more information see page 27. If you are interested in removing your property from the City of New Braunfels ETJ, you may contact our planning division for more information at 830-221-4041.

### **Is the lot located in the City of New Braunfels city limits?**

The city's authority within the ETJ is limited to platting and public infrastructure required by platting.

### **Is the lot legally platted?**

Lots must be legally platted prior to Building Permit Issuance. To find out if a lot is platted you can contact Planning & Development Services staff at (830) 221-4041

### **Is the property zoned appropriately for the intended use?**

If property is not appropriately zoned it may be required to be rezoned or a Special Use Permit may be required.

### **Is any part of the lot over the Edwards Aquifer Recharge, Contributing or Transition Zone?**

If the property falls within either of these zones there are special requirements for each zone based on the Texas Commission on Environmental Quality (TCEQ) Rules. To find out you can visit the [Edwards Aquifer Viewer](#).

### **Is any part of the lot within a special flood hazard area?**

If the property falls within the 100 year floodplain or the floodway then a Floodplain Development Permit will be required. As well as requirements set forth in our [floodplain ordinance](#).

### **Is the lot within a City of New Braunfels Historic District?**

If any alterations are made to existing structures a Certificate of Alteration from the Historic Landmark Commission may be required.

### **Are utilities already installed to the site and adequate for the proposed use?**

Public Improvements may be required if utilities are needed.

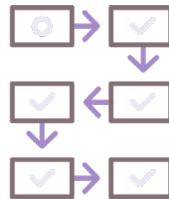


Interactive maps are available online at [newbraunfels.gov](http://newbraunfels.gov) under the [GIS department](#) for assistance in answering many of these questions.

# Chapter Three:

# DETERMINING LAND USE

## ZONING OVERVIEW



Zoning is the separation of land uses in accordance with the goals of the comprehensive plan. All of the land within the City limits is divided into zoning districts, allowing different mixes of land uses. Zoning also regulates elements of development such as: building height, parking, landscaping, and so on.

To find out your current zoning you can visit the city GIS page and view the [planning reference map](#) or call the Planning Division at 830-221-4041. If the proposed use of the property is not an allowable use of the property's current zoning, then a zoning change may be requested.

### How long does a zoning change take?

Zoning changes generally take around 8-12 weeks from application to final decision by City Council. The application is reviewed by staff and prepared for action by both Planning Commission and City Council. This time may vary based on timing of the submittal in the process cycle and the complexity of the issues surrounding the zoning.

### How much does a zoning change cost?

Zoning change costs vary based on the size of the property being rezoned. Fees are paid when the application for the zoning change is submitted. Complete [fee schedules](#) are located online in Appendix o of the City's Code of Ordinances, and within the zoning change application.

### What happens at the public hearing? Should I attend?

Anyone is allowed to speak in support of or in opposition to the zoning change during a public hearing. Speaking time is limited to three minutes per person. As the applicant you will need to attend to present your request and be available to answer any questions from the Planning Commission and City Council.

### What should I do to prepare for the public hearing?

Gather any documents or information you feel justify the requested change and could aid the Planning Commission and City Council members in their decision. A representative or someone familiar with the request should be there to present at the meeting and answer any questions.

### Can protests against the zoning change affect the likelihood of approval?

In accordance with state statutes, if the property owners of 20% of the area of land within 200 feet of the subject property file their opposition to the proposed zoning change, a three-fourths vote of all the members of the City Council must be made in favor of the request in order for approval rather than a simple majority. In computing the percentage of land area, the area of streets and alleys are included. Staff provides the percentage of area owned by those in favor and opposition at the public hearing.

### What if the Planning Commission recommends denial of my request?

The case may proceed to City Council at the application's discretion.

### What happens if the City Council approves my request?

After two readings, an ordinance will be created legally granting you the right to the zoning change (and proper adjustments will be made to the City's zoning).

### What happens if the City Council denies my request?

The zoning on the property remains the same. There is a one year waiting period from the date of denial to resubmit rezoning request on the same property.

For more information please visit our Zoning Ordinance page [here](#).

# SPECIAL USE PERMITS (SUP)

## **What is a Special Use Permit?**

A special use permit (SUP) is a zoning overlay to allow a specific use on a property wherein the property's base zoning district does not allow the use by right. 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. City Council or Planning Commission may place reasonable conditions on a special use permit to safeguard and protect adjoining properties as necessary.

## **Are there different types of SUPs?**

Yes, SUPs are either Type I or Type II. A Type I SUP regulates the land use only and is not tied to a site plan of the property. A Type II SUP is tied to a site plan and, if the SUP is approved, any deviations from the site plan at any point in the future may require the SUP to be amended.

## **Can I request other exceptions to the zoning ordinance along with my SUP application?**

Yes, the City Council may approve a special use permit with deviations to any provision of the Zoning Ordinance. Such deviations shall be listed or shown in or as part of the ordinance approving the special use permit.

## **How much does a special use permit cost?**

SUP application costs vary based on the size of the property. Fees are paid when the application for the zoning change is submitted. Complete fee schedules are located online in Appendix D at the City's Code of Ordinances, and within the special use permit application.

## **Who approves or denies an SUP?**

As a zoning overlay, SUPs follow the same procedure as rezoning. The City Council approves or denies a SUP as part of a public hearing held during their scheduled meeting dates. The Planning Commission provides a recommendation to City Council.

## **How long does a special use permit take?**

Special use permits generally take around 8-12 weeks from application to final decision by City Council. This time may vary based on timing of the submittal in the process cycle and the complexity of the issues surrounding the proposed land use.

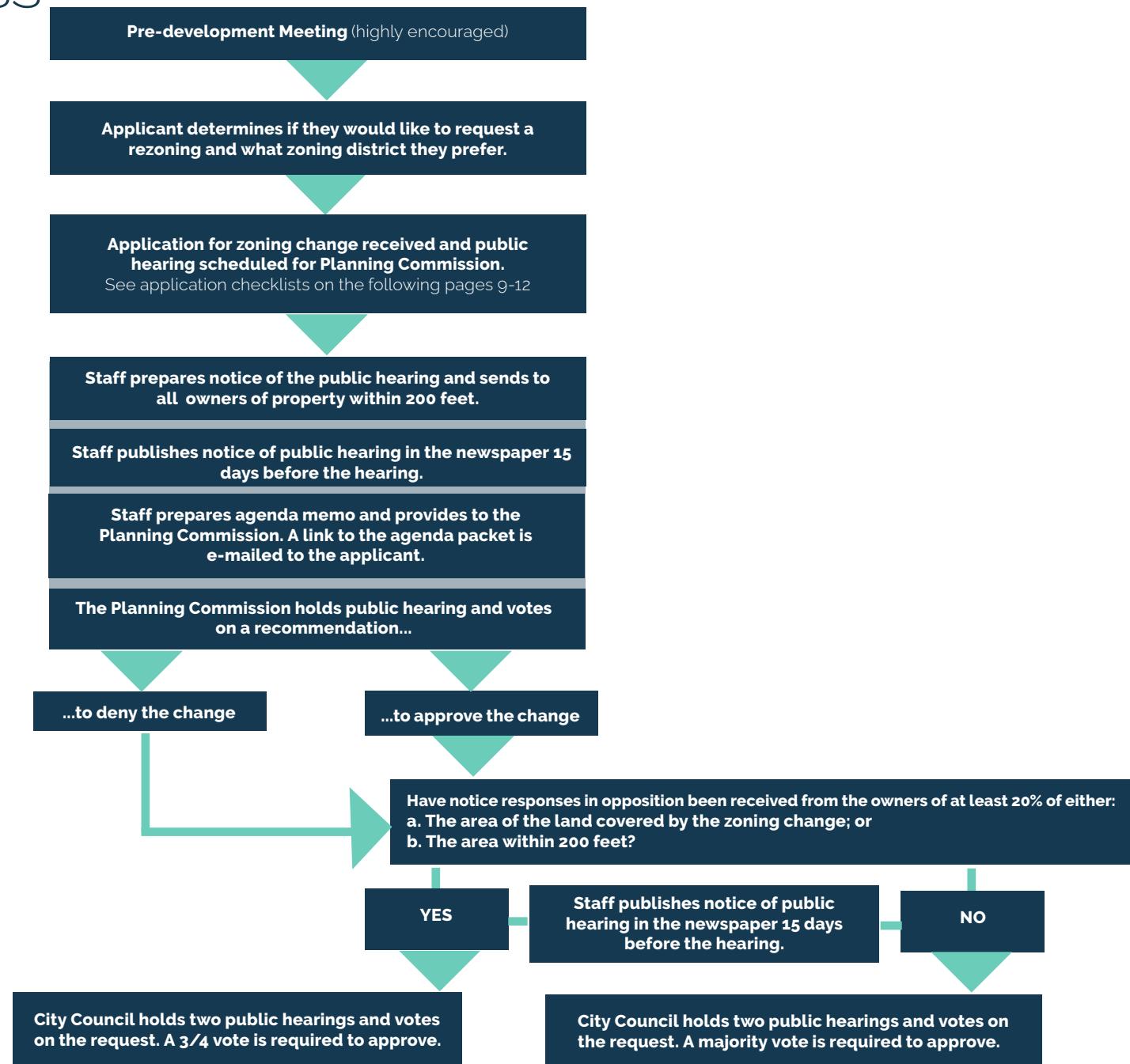
## **What happens at the public hearing? Should I attend?**

Anyone is allowed to speak in support of or in opposition to the SUP zoning change during a public hearing. Speaking time is limited to three minutes per person. Your attendance is highly recommended because you will need to present your request and the Commission and City Council may ask you questions.

## **Can an SUP be approved with conditions? What are the types of conditions?**

Yes, an SUP can be approved with conditions such as necessary changes that must be made to the property or aspects of the property, hours of operation, noise limitations, parking restrictions and requirements, dumpster locations, AVAC locations, etc.

# ZONING PROCESS





## CHECKLIST: **ZONING** CHANGE, **ZONING** OVERLAY, or **HISTORIC** DISTRICT

- Pre-development meeting (highly encouraged)
- A completed application form, required fees, and if applicable, authorization of the landowner's agent to file the petition
- Survey and/or metes and bounds description of the property
- TIA Determination Letter
  - A Traffic Impact Analysis (TIA) Determination form must be submitted to Transportation and Capital Improvements using the permit portal. A TIA determination letter will be generated in response.
- Copy of deed showing current ownership
- Additional information as required to clarify the request
- Copy of floodplain map in relation to the property

Additional information may be required. See application form online for complete details.



# CHECKLIST: SPECIAL USE PERMIT APPLICATION

- Pre-development meeting (highly encouraged)
- A completed application for Special Use Permit and required fees
- TIA Determination Letter
  - A Traffic Impact Analysis (TIA) Determination form must be submitted to TCI using the permit portal. A TIA determination letter will be generated in response.
- A site plan illustrating the location of all structures on the subject property and on adjoining properties
- Any additional development standards proposed; such as maximum height, minimum setbacks, landscaping, etc.
- Authorization to represent the property owner, if applicant is not the owner
- Project letter explaining the proposed project, how it benefits the neighborhood and how it will relate to the city's comprehensive plan.
- Survey and/or metes and bounds description of the property
- Floor plan (if requesting an SUP for Short Term Rental)
- Map of property in relation to city limits

Additional information may be required.  
See application form online for complete details.

# Chapter Four:

# PLATTING

## SUBDIVIDING YOUR LAND



### **What is a plat?**

Platting is the process through which undeveloped land is subdivided or transformed into legal building sites. The layout of streets, utilities, and lots are established for individual ownership and development. A subdivision plat is not the same as a survey. A plat will be signed and recorded with the applicable county as part of the official legal description of the property.

### **When do I need to plat?**

A plat must be prepared for a property prior to the development or division of land if:

- the property is unplatted land
- an existing platted lot is being further divided, or
- an existing lot line is being moved or removed.

When a plat is required, it must be approved prior to the issuance of a Building Permit.

### **What prior submittals or approvals are required before submission?**

Prior to the platting application submittal, the following must be approved if applicable:

- Zoning
- Public Infrastructure Permit Construction Plans
- City of New Braunfels Engineering LOC
- Utility Provider(s) LOC
- TxDOT LOC

### **How long does it take to plat?**

If all prior applications have been approved, all plats must be processed and decided within 30 days. No plat application may be submitted outside of the designated calendar dates found on each plat application. A plat may be approved with conditions. The applicant can resubmit a revised version of the approved plat indicating all required conditions of approval are being met. Resubmittals are reviewed within 15 days by City staff and must be approved prior to recordation.

### **How is a plat recorded?**

City staff will record the approved plat after the dedication, construction, or completion of the fiscal security agreement for all required Public Improvements including:

- Streets
- Utilities
- Drainage Facilities
- Parks (parkland dedication or a fee in lieu is required for all subdivisions with residential dwelling units.)

### **What work does a plat authorize?**

The approval and recording of a plat authorizes the issuance of Building Permits so construction may begin on a property.

## **LETTERS OF CERTIFICATION PROCESS (LOC):**

A LOC must be obtained from the indicated agencies/departments (utility provider(s), City of New Braunfels Engineering, and TxDOT, if applicable) and submitted with the plat application submittal. LOCs must include associated documentation and exhibits approved with the certification. [Letter of Certification Application & Instructions](#)

## WHAT TYPE OF PLAT IS REQUIRED?

**Master Plan** – A Master Plan is a generalized plan indicating the boundaries of a tract or tracts under common ownership and identifying proposed land use, land-use intensity, and thoroughfare alignment. It is the first or introductory plan for a proposed subdivision that will be developed and recorded in several phases. A Master Plan is required when the property owner intends to develop/subdivide only a portion of a larger tract where the remainder will be developed/subdivided later.

*Approving Body: Administrative Approval by City Staff*

**Preliminary Plat** – A preliminary plat is a tentative plat, including supporting data, indicating a proposed subdivision design. The preliminary plat and the review thereof are intended to produce a subdivision design in which all planning factors are recognized and reconciled, prior to submission of the final plat. A preliminary plat is intended to provide the next step in the refinement of the proposed overall project. Preliminary plats often include two or more phases (intended final plats). Preliminary plats are optional.

*Approving Body: Planning Commission*

**Final Plat** – A final plat shows the exact layout of the individual lots, blocks and streets, and contains all other descriptions, locations, specifications, dedications, provisions, and information concerning parks, school sites, drainage ways, easements, alleys, and/or any other elements as required by the platting ordinance. The information indicated on the plat is binding and can only be revised through the approval of a new plat to replace it. Final plats are to be recorded upon completion and acceptance of public improvements or authorized financial security is posted.

*Approving Body: Planning Commission*

**Minor Subdivision Plat** – The purpose of a minor subdivision plat is to

simplify the platting process when the proposed plat creates no more than four lots and no utility or transportation improvements are required. Any property to be subdivided using a minor plat shall already be adequately served by all required city utilities, and all lots will have frontage on a public roadway.

*Approving Body: Administrative Approval by City Staff*

**Replat** – The purpose of this type of plat is to change the configuration of an existing platted lot. A replat is applicable when the lots are being re-configured to provide for additional development. A replat requires the planning staff to notify all property owners within 200 feet of the property to be replatted, if its use is residential and creates a new plat date for the affected properties.

Public notice required if:

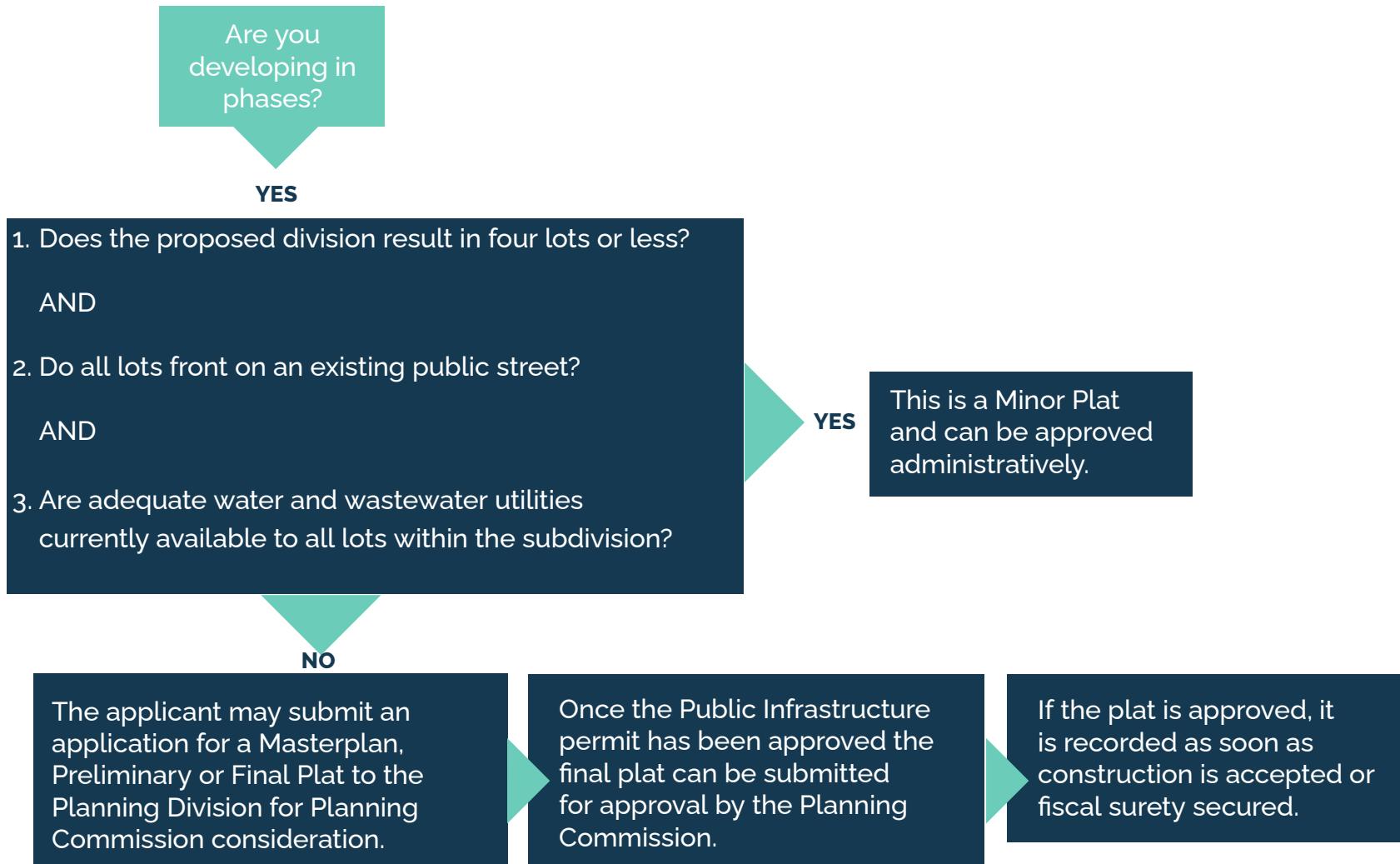
1. During the preceding 5 years, any of the area to be replatted was restricted to residential use by zoning OR
2. Any lot in the preceding plat was limited to single or two family use by deed restrictions

*Approving Body for Residential Plats: Planning Commission*

*Approving Body for all other replats: Administrative Approval by City Staff*

**Waivers** – May only be authorized by the Planning Commission. Therefore, plat applications that would otherwise be administratively reviewed must be reviewed for approval by the Planning Commission if waivers are associated with the requested design. Waivers must be submitted either prior to, or concurrently with, the submittal of the associated plat.

# SUBDIVISION PROCESS





# CHECKLIST: SUBDIVISION FINAL PLAT

- Pre-development meeting (highly encouraged)
- All rezoning applications are complete
- All applicable Letters of Certification (LOCs)
- Approved Public Improvement Construction Plans (if required) or Utility and Road Schematics
- Subdivision Plat application
- Required fees
- Proof of ownership
- Lien Holder(s), Encumbrance, or Judgement Paperwork (if applicable)
- Copy of Plat

Additional information may be required

# Chapter Five: **PUBLIC INFRASTRUCTURE** CONSTRUCTION PERMIT



## **What is Public Infrastructure?**

Public Infrastructure consists of the construction of public water, wastewater, drainage, and/or street improvements for a development.

## **When is a Public Infrastructure permit required?**

Public Infrastructure (PI) permits may be necessary when platting property or for a proposed development without adequate public infrastructure.

During the platting process City staff will work with you and the utility providers to determine the necessary public improvements. All lots platted are required to have public infrastructure to and through the limits of the proposed plat.

A proposed development may require public improvements if they do not currently have direct access to public infrastructure or if the development requires infrastructure with a capacity greater than what is directly available.

Initial review of application: 20 working days

Applicant revision after comment notification: Time determined by applicant

## **What is the process and timetable?**

A PI permit is reviewed and approved administratively. The plans and application requirements should be submitted with the PI permit submittal.

Completeness Check: 5 working days

Review of revised application: 20 working days

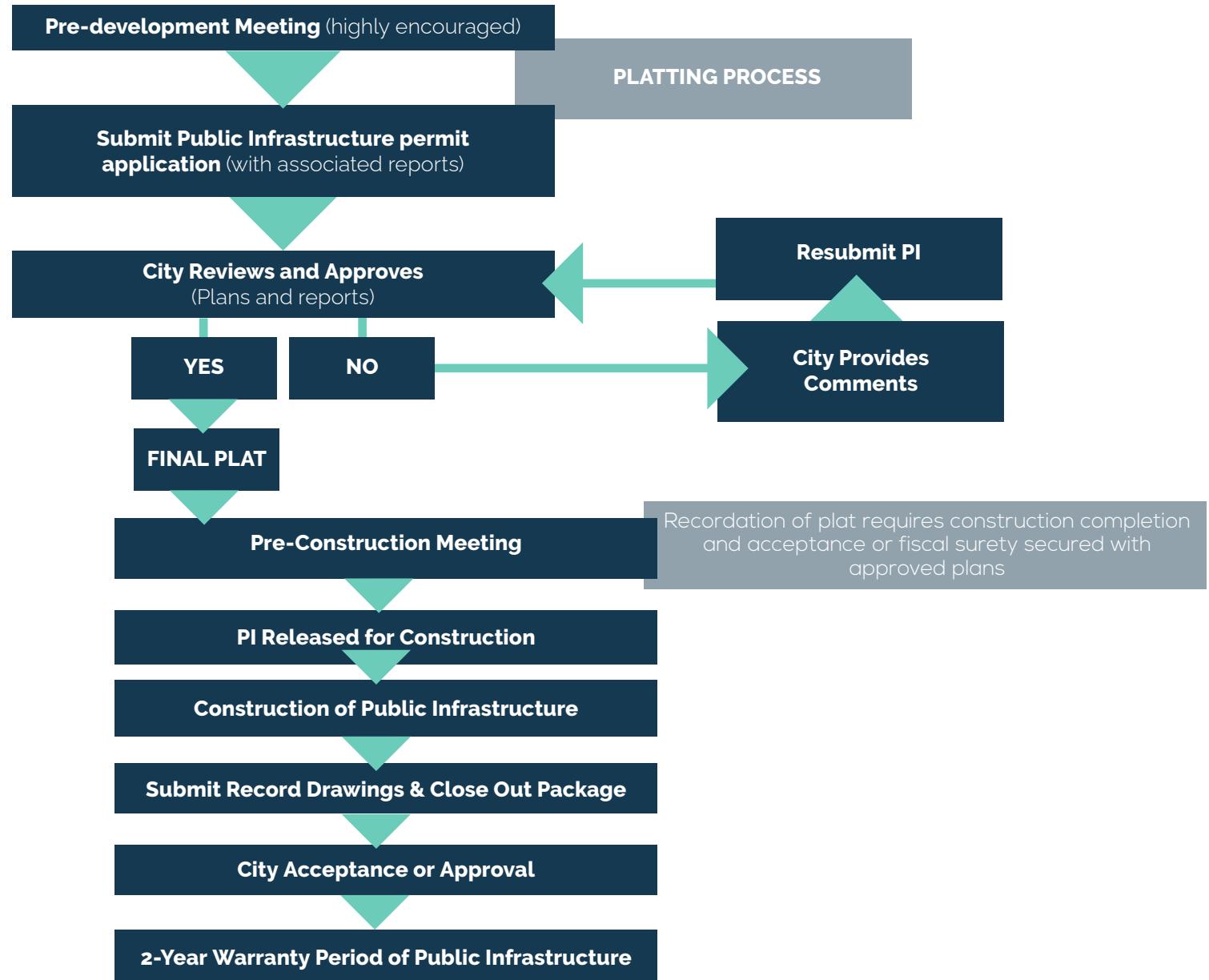
Permitting time varies depending on the complexity of the project and quality of submittal.

## **When is work authorized after approval of a PI Permit?**

Approval of a PI permit authorizes the applicant to schedule a pre-construction meeting with City personnel and the contractor. After the pre-construction meeting, the applicant may begin construction as shown on the approved PI permits construction plans.



# PUBLIC INFRASTRUCTURE CONSTRUCTION PERMIT PROCESS





# CHECKLIST: PUBLIC INFRASTRUCTURE APPLICATION

- Pre-development meeting (highly encouraged)
- Application for Public Infrastructure & Checklist
  - [Application Fee](#)
- [Traffic Impact Analysis](#) Worksheet and report (if applicable)
- Final Plat or Associated Plat
- Geotechnical Report Including Pavement Design Specifications
- Drainage Report
- All outside agency approvals (Utilities, TxDOT, TCEQ, etc.)
- [Construction Plan & Requirements](#)

# Chapter Six: **BUILDING PERMITS**



## **What is the purpose of a Building Permit?**

The purpose of a Building Permit is to ensure the project is in compliance with the City's adopted building construction codes and to produce a city approved plan set for construction.

The City has adopted the following Codes for building construction:

- International Code Council Family of Codes, 2021 Edition
- Local amendments to those codes are located in Chapters 14 and 54 of the City Code of Ordinances

## **When is a Building Permit required?**

A Building Permit is required prior to the placement, construction, or alteration of any building or structure within the City Limits.

## **Is any construction exempt from the requirement of a Building Permit?**

- Minor cosmetic work or repair such as painting, carpeting, limited roof repair, siding installation, or fixture replacement and small out buildings may be done without a permit. If you are uncertain if the work is exempt, please contact the Permit Center at 830.221.4041 or by email at [building@newbraunfels.gov](mailto:building@newbraunfels.gov)
- Building construction in the City's ETJ does not require a building permit.

## **What is the process and timetable?**

A building permit is required and issued administratively.

Initial review of application: 1-3 working days

Residential building permit review goal: 10 working days

Commercial building permit review goal: 20 working days

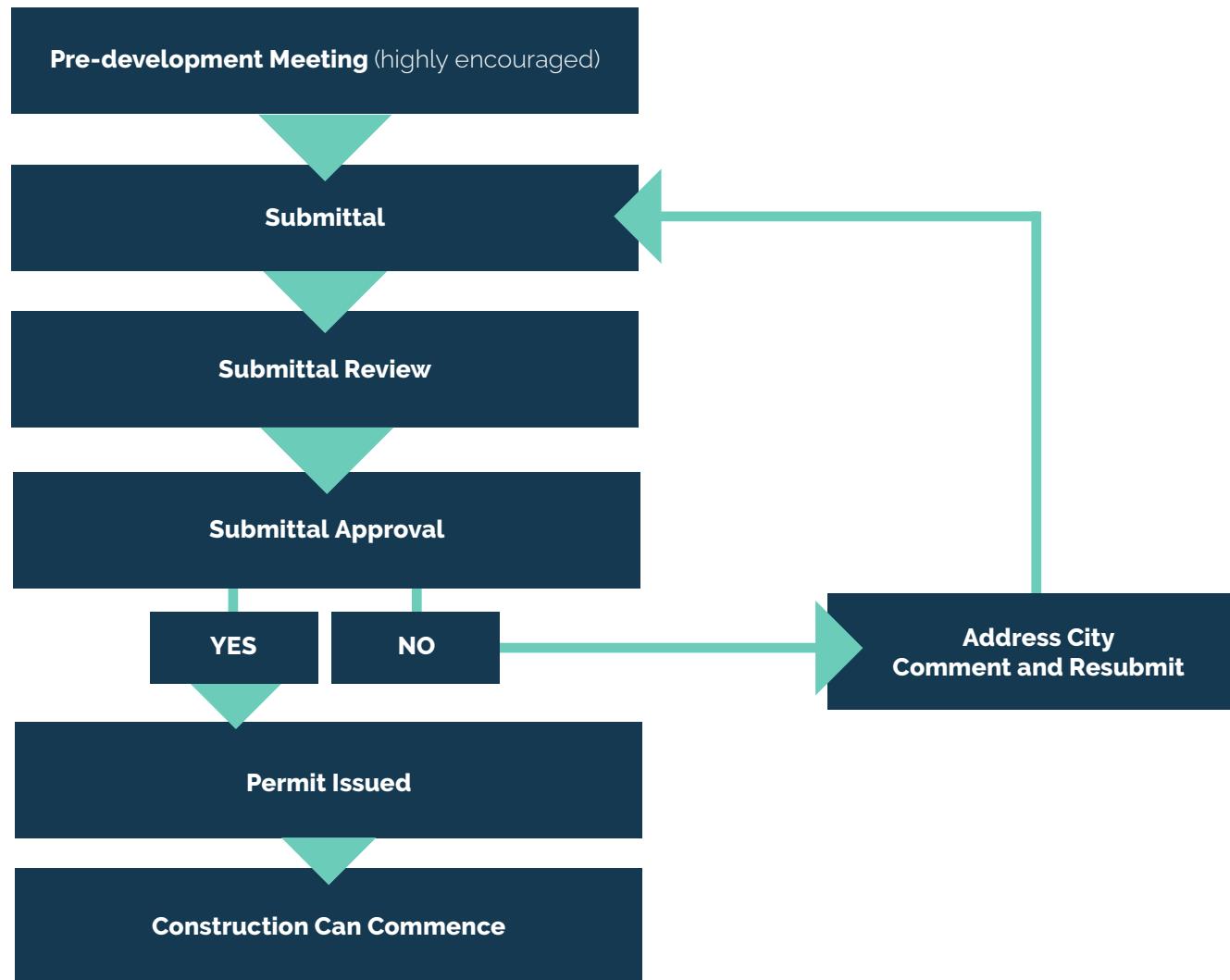
Permitting time varies depending on the complexity of the project and quality of submittal.

## **What work is authorized under a Building Permit?**

An approved Building Permit authorizes the permit holder to construct, alter, or place a structure on the land in accordance with approved plans. Approval of a Building Permit also authorizes the property owner, upon completion of a structure intended for human occupancy, to obtain a Certificate of Occupancy.



# BUILDING PERMIT PROCESS





# CHECKLIST: BUILDING PERMIT RESIDENTIAL

- Pre-development meeting (highly encouraged)
- Building Permit Application
- [Permit Application Fee](#)

## BUILDING CONSTRUCTION PLANS TO INCLUDE:

- Site Plan
- Floor Plan
- Wall, Ceiling, and Roof Framing Detail
- Engineered Foundation Plan and Wall Bracing Plan
- Electrical Plan
- Plumbing Plan
- Mechanical Plan

## ADDITIONAL MATERIALS:

- Erosion Control Plan & Documentation
- RES Check (energy calculations)

Additional information may be required



# CHECKLIST: BUILDING PERMIT COMMERCIAL

- Pre-development meeting (highly encouraged)
- [Building Permit Application](#)
- [Permit Application Fee](#)

## BUILDING CONSTRUCTION PLANS TO INCLUDE:

- Cover Sheet
- Site Plan
- Floor Plan
- Foundation Plan with Details
- Electrical Plan
- Plumbing Plan
- Mechanical Plan
- Landscape Plan
- ADA Plan with Elevations
- Drainage Plan and Reports
- [Traffic Impact Analysis](#) Worksheet and report (if applicable)
- Elevation Plan
- COM Check (energy calculations)
- Asbestos Report (if applicable)
- Texas Department of Licensing and Regulation (TDLR) project registration number (for accessibility standards compliance)

# CERTIFICATE OF OCCUPANCY

## What is a Certificate of Occupancy?

A Certificate of Occupancy (C of O) is a document or permit that allows a business to operate in a specific location. The process of issuing a C of O ensures that a business complies with zoning and landscaping ordinances as well as the structural and fire-life-safety codes of the City. It assures the applicant that the business structure is ready for occupancy.

## When is a Certificate of Occupancy required?

A C of O is required any time a new business is opening in either an existing or new structure.

This includes:

- A tenant change
- Change in the type of use
- Change of occupancy classification
- A major change in the characteristics of the business
- A new business

## What is the process?

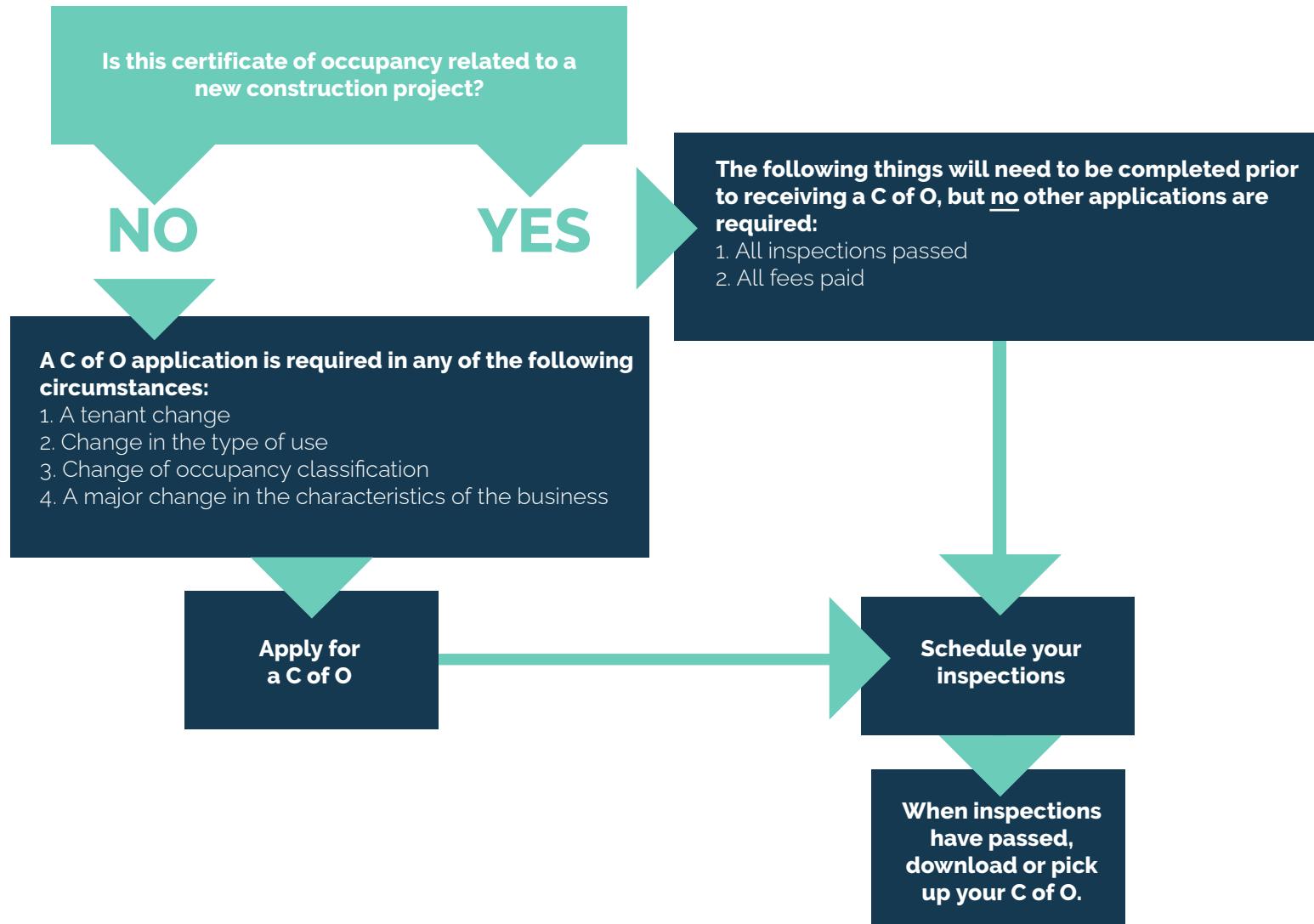
- A C of O where no construction is involved requires:
- An application submitted to the Building Safety Division
- One or more inspections will occur
- To schedule a building inspection, use the [City's online permitting portal](#).
- To schedule a [Fire Inspection](#)
- Restaurants, day cares, other food services and commercial swimming pools will need a health inspection. To schedule please email [environmentalhealthdivision@newbraunfels.gov](mailto:environmentalhealthdivision@newbraunfels.gov) For pet grooming and boarding a health inspection is also required, please email: [animalservices@newbraunfels.gov](mailto:animalservices@newbraunfels.gov)

## A C of O shall be issued at the end of a building project after:

- All fees have been paid
- All inspections have been successfully passed
- When all required inspections have passed, the certificate will be available for printing in the permitting portal within 48 hours of the final inspection.



# CERTIFICATE OF OCCUPANCY PROCESS



# CHECKLIST: CERTIFICATE OF OCCUPANCY

- All fees paid
- All inspections completed
- Proposed change in land use is described
- Number of existing parking spaces are accounted
- Site plan provided
- Floor plan provided

Additional information may be required



# Chapter Seven:

# MISCELLANEOUS PROCESSES

## AND PERMITS



### FENCE PERMIT

#### When is a fence permit required?

A fence permit is required any time fencing is being installed, with the following exceptions:

- Maintenance of an existing fence that does not include adding new fencing or the demolition and re-construction of more than 50% of the existing fence.
- A fence that has been approved through a subsequent permit application and was identified on the site plan of that application.

#### What is the process?

- An application and site plan can be delivered to the Permit Center or applied for online through the permit portal.
- Typical review times are 1 – 3 business days.
- Plans will be reviewed and a permit can be emailed or uploaded to your online account.
- Construction can take place once the permit is received.

### SIGN PERMIT

#### When is a sign permit required?

- A sign permit may be required whenever a new sign is placed within the City Limits or the shape, size, or location of an existing sign changes.

#### What types of sign permits are available?

There are several different types of sign permits described below:

- On-Premise Attached Sign – This is a sign that is typically attached to the building that is being advertised. It can also include window signs or signs attached to a wall or fence.
- On-Premise Free Standing Sign – This is typically a pole or monument sign located on the property that is being advertised.
- Temporary Sign – These are typically associated with a special event and are only permitted for a maximum of 90 days throughout the calendar year.

### What is the process?

- An application and site plan can be delivered to the Permit Center, applied for online via the permit portal, or emailed to [buildingpermittechs@newbraunfels.gov](mailto:buildingpermittechs@newbraunfels.gov)
- Typical review times are 10 business days.
- Construction can take place once the permit is received.

### SEPTIC SYSTEM PERMITS (OSSF)

#### When is a permit needed for a septic system?

A permit is needed for a septic system when installing a new septic system or the remodel of an existing septic system.

#### What Is the process?

An application packet can be submitted to City of New Braunfels Environmental Health Division in person or emailed to: [EnvironmentalHealthDivision@newbraunfels.gov](mailto:EnvironmentalHealthDivision@newbraunfels.gov)

- Typical review time is 10 business days.
- Once permit is approved and issued the installer may pick up at City Hall. Once inspections are completed and system installation is approved, the license to operate is issued by our office.

### GRADING PERMIT

#### What is the purpose of a Grading Permit?

The purpose of a Grading Permit is for large acreage mass grading and excavations. Grading permits can include erosion control, grading and tree removal. Grading does not allow for flatwork. The City of New Braunfels does not allow for conditional or temporary permits in any regard. Grading permits are required to meet the drainage requirements of the code and require stand-alone, complete plan sets and construction submittals along with drainage reports including mitigation design specific for the intended construction.

#### What is the process and time table?

A Grading Permit is reviewed and issued administratively. Initial administrative application review: 20 working days. Permitting time varies depending on the complexity of the project and quality of submittal.

# GENERAL QUESTIONS

## How do I contact the Planning & Development Services Department

Phone: (830) 221-4041

Email: [planning@newbraunfels.gov](mailto:planning@newbraunfels.gov)

Address: 550 Landa New Braunfels, TX 78130

## How do I contact the Building Safety Division?

Phone: (830) 221-4041

Email: [buildingpermittechs@newbraunfels.gov](mailto:buildingpermittechs@newbraunfels.gov)

Address: 550 Landa New Braunfels, TX 78130

## How do I contact the Engineering Division?

Phone: (830) 221-4020

Email: [engineering@newbraunfels.gov](mailto:engineering@newbraunfels.gov)

Address: 550 Landa New Braunfels, TX 78130

## When are City Council meetings held?

The New Braunfels City Council regularly meets on the 2nd, 3rd, and 4th Monday of each month. The City Council operates under the City Charter adopted by the citizens of New Braunfels.

The New Braunfels City Council is composed of a Mayor elected at-large by the people for a 3-year term and six Council Members elected by district for staggered 3-year terms. Regular City Council elections are held on the general election day in May.

## When are Planning Commission meetings held?

The Planning Commission typically meets the 1st Tuesday of every month at 6:00 p.m. in the City Council Chambers, located at 550 Landa. Dates are routinely changed to accommodate holidays and special events. Commissioners are appointed by City Council and serve 2-year terms.

## EXTRATERRITORIAL JURISDICTION (ETJ)

### Is my property located within the city limits of New Braunfels or in the ETJ?

There are several ways to obtain this information. One way is to visit the city's website and use the interactive GIS map found in the [Maps/GIS page](#) to search the specific address. The [City of New Braunfels Website](#) provides interactive maps that allow the user to find the parcel or parcels in question and compare with the city limits and ETJ boundary. Another way to find this information is to call or come into the Development Services office in City Hall where a planner or permit tech can help aid you in determining whether the property is located within the city limits.

### What is the Extraterritorial Jurisdiction (ETJ)?

ETJ is a buffer extending outside the city limits where certain City rules may be extended. Properties outside the city limits but inside the ETJ are under the subdivision regulations of the City, but will not be held to zoning, or most City development standards. Land within the City's ETJ cannot fall within another city's ETJ or be annexed by another city.

### What is my property zoned if I live in the ETJ?

There is no zoning since state statutes limit the authority of cities to regulate outside of city limits and within the ETJ.

### What City regulations affect my property in the ETJ?

Although there is no zoning in the ETJ, the City prohibits billboards and has subdivision authority. These rules determine how land is divided.

### What is annexation?

Annexation is the process by which a property comes into the city limits. The City of New Braunfels is a home rule city. Texas state law specifies different types of annexation with different procedures.

### I'm in the ETJ but I would like to receive City services. Is this possible?

This may be possible depending on service availability and may trigger annexation. Please consult city staff to schedule a meeting to review the process and your options.

### What are the current fees for development in New Braunfels?

Current fees can be found on the City of New Braunfels website and in Appendix D of the City's Code of Ordinances.

## GENERAL QUESTIONS, CONTINUED

### Does the City of New Braunfels have maps available online?

Yes, [interactive maps](#) are available on our city website that provides the public access to our Geographic Information System (GIS) data in a user-friendly environment. The interactive maps include information such as parcels, zoning districts, floodplains, collection routes, and much more.

### Can I run a business from my home?

Home Based Businesses (Home Occupations) are allowed under Section 5.4 of Ch 144 zoning ordinance. There are restrictions to types of businesses and amount of square footage used by a home-based business within the Code to maintain residential neighborhood character.

### Who assigns a street address?

Street addresses are assigned by the Comal County Address Coordinator. 830.608-2090

### What is the Comprehensive Plan, known as Envision New Braunfels, and what does it do?

[Envision New Braunfels](#) is a document that states the future goals and policies of the community in regard to land use, recreation, utilities, housing, municipal services and more. The comprehensive plan provides a framework and guide for future growth and development of the city.

### Where can I find planning application submittal requirements and checklists?

By navigating to the [Development Services homepage](#), located on the city website.

## PLANNING COMMISSION, BOARD OF ADJUSTMENT, AND CITY COUNCIL QUESTIONS:

### What is the function of the Planning Commission and Board of Adjustment?

The Planning Commission is an appointed government board that reviews the local zoning boundaries as well as the regulations to be enforced in them. The commission is comprised of 9 members. Most cases being reviewed are voted on by the Planning Commission before being sent to City Council for approval or denial. The Planning Commission also acts as the decision making body for most subdivision plats.

The Board of Adjustment (BOA) is an appointed quasi-judicial board that hears and decides requests to vary from the Zoning ordinance's development standards, found in Chapter 144. Common requests include fence height

increases or reductions in setbacks. In order to be approved, a request must meet six Findings of Fact, determining whether or not there is a hardship caused by the physical characteristics of the site that necessitates deviating from the standard request. The Board of Adjustment also hears special exceptions defined in Chapter 144, as well as sign variances and Alternative Sign Plans as outlined in Chapter 106.

### What can I do to let the Planning Commission, Board of Adjustment or City Council know that I am either opposed to or supportive of a proposed rezoning request or another application?

For cases requiring a public hearing, property owners within a 200 foot radius of the subject property will be sent a letter informing them of the changes proposed at the property as well as the meeting time and location for the Planning Commission or the Board of Adjustment. Anyone may submit emails to [planning@newbraunfels.gov](mailto:planning@newbraunfels.gov) or letters and documents to the Planning & Development Services Department to be included in the case packets. One may also attend Planning Commission, BOA and/or City Council meetings and speak during the public hearing or public comment period.

### Where can the public see my application request?

The general public and property owners can review application documents on the City's [public notification page](#).

The requests are included within agenda packets prepared for each body's meeting. They can be viewed on the agenda page.

## PERMIT PORTAL

It is a web-based permitting software the City of New Braunfels is using to streamline our development process. You must create an account and users are strongly encouraged to visit the [Permit Portal and Online Payment Guide](#) before beginning.

### With this software our customers and residents are able to:

- Submit digital plans and documents that will be reviewed, stored, and linked to the secure account
- Track the progress from beginning to end of current projects
- View permit status and completed inspections via the permit search
- Apply and pay for permits online