



**Planning & Development Services Department**  
 550 Landa Street  
 New Braunfels, Texas 78130  
 (830) 221-4050 [www.newbraunfels.gov](http://www.newbraunfels.gov)

## Setback Determination Application

Property Owner: \_\_\_\_\_

Applicant/Agent\*: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: Office: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Property Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

**NOTE: If property is not platted, attach a copy of the metes and bounds description and survey/drawing.**

Current Zoning: \_\_\_\_\_ Zoning prior to November 2006: \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

Setback Determination:  FRONT  CORNER/SIDE

### Submittal Requirements

- A detailed letter stating the nature of the request, and the reasoning behind applying for a setback determination.
- Copy of current Deed.
- Copy of survey that illustrates the property in its current configuration.
- Indication on the survey showing the property line from which the setback determination is requested.
- \$103 fee (\$100 application fee + \$3 technology fee (3%))

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Applicant/Agent\***

\* If signed by an agent, a letter of authorization must be furnished by the owner attesting to their knowledge for the purpose of the request; that they are in favor; and that said request is not contrary to any and all deed restrictions associated with the property under consideration.

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### FOR OFFICE USE ONLY

Date completed application received: \_\_\_\_\_ Received by: \_\_\_\_\_

Date of Approval: \_\_\_\_\_ By: \_\_\_\_\_

Date of Denial: \_\_\_\_\_ By: \_\_\_\_\_

Comments: \_\_\_\_\_