



Planning & Development Services Department
550 Landa Street
New Braunfels, Texas 78130
(830) 221-4050 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.

FOR OFFICE USE ONLY

Date completed application received: _____ Received by: _____

Date of Approval: _____ By: _____

Date of Denial: _____ By: _____

Comments: _____