



Base Zoning Change Guide & Process

Want to change the base zoning of a property?

You will need to submit a request to change the base zoning of a property from one zoning district to another, adopting all of the allowances and restrictions of the proposed zoning district. The process for a base zoning change or zone change application will take approximately three months and go before Planning Commission once and City Council twice.

The City is required by state statute to send written notice to property owners within 200 feet of the subject property. Other required notification consists of 2 newspaper publication notices and yard signage, fees apply. The base zoning change or zone change application can be found on the city's [Online Permit Portal](#).

**Please note: this allowance is a discretionary decision made by City Council based upon review and consideration of property circumstances and input from neighbors.*

Before you submit your request, it is recommended that you contact the Planning Department in advance to review your request and answer any potential questions you may have or schedule a [Predevelopment meeting](#) to answer more in-depth questions across departments.

You'll need to submit the following with your application on our [Online Permit Portal](#), if any of the following information is missing the application will be considered incomplete and will not be accepted:

- **Survey** of the Property
- **Owner's Agent Letter of Authorization** (if applicable: this letter authorizes someone other than the owner to act on their behalf)
- **Photos** showing the existing/current circumstances of the property from the street. Photos cannot be taken from any online maps
- **Traffic Impact Analysis (TIA) Determination Form** (follow the steps [here](#) for more information)
- **TIA Determination Letter** from CoNB Public Works Department
- **Property Map**, a reference map showing property boundaries in relation to the surrounding area
- **Deed**
- **Floodplain Map** (if applicable)
- **Future Land Use Plan Update \$500** (if applicable)
- **Detailed Project Letter** explaining what the owner/applicant is proposing to do with

If your application is accepted, you'll be asked to pay the non-refundable fees, starting at **\$1,236** with additional fees based on the acreage of the property, the 3% technology fee, newspaper notices, and other associated costs.

The **rezoning** request will first have a public hearing before **Planning Commission**, where the Commission will make a recommendation to **City Council**.

The request will then go to its first public hearing as an individual item before **City Council**. If approved, a second and final reading will be scheduled, where **City Council** will make their final decision on approval or denial of the request.

If the proposed ordinance for rezoning passes both readings, the zoning change becomes effective immediately upon the second and final reading and the applicant will be sent a copy of the signed ordinance. If the ordinance fails at any of the two readings at City Council, it is considered denied at that point and the same request will not be allowed before City Council for one calendar year.

Please note, if **20%** of the surrounding land area oppose the request, then a super majority vote ($\frac{3}{4}$ of the Council body) is required from **City Council** for approval.

Definitions

The Definitions here are simplified version of their true definitions, please see Section 144 for further specification and definitions.

Base Zoning Change – a zoning request that changes the zoning of a property from one zoning district to another, adopting all of the allowances and restrictions of the proposed zoning district. The request goes before Planning Commission and City Council with Council as the deciding body.

City Council – A board of citizens which presides over the city of New Braunfels. The council meets regularly and publicly at City Hall. The City Council also appoints the Planning Commission.

Planning Commission – The Planning Commission makes recommendations to the City Council on master plans as well as ordinances for platting and zoning land.