



# CITY OF BULVERDE DEVELOPMENT GUIDE





# Where to Begin

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## The Pre-Development Process

The Pre-development meeting helps provide the city with a better understanding of your project and allows us to discuss ordinances and city requirements associated with your project.

Please fill out the Pre-development Q&A form linked below. Be sure to provide as much information as possible. Once the form is completed, the City will work on setting up a meeting with the Planning team.

[Pre-development Meeting Request Form](#)

For any questions please contact the planning department:

City of Bulverde Planners:

Bailey Dorn

Direct Line: (830) 380-3047

Email: [bdorn@bulverdetx.gov](mailto:bdorn@bulverdetx.gov)

Heath Edwards

Direct Line: (830) 380-1015

Email: [hedwards@bulverdetx.gov](mailto:hedwards@bulverdetx.gov)





# Zoning and Special Use Permits

**Zoning:** Separates different land uses according to the City's goals, determines how land can or cannot be developed, and what use of land the developed area can serve.

To determine your current zoning you can call the Bulverde Planning and Department at [\(830\) 438-3612](tel:8304383612) or visit the [City of Bulverde Zoning Map](#).

[Please visit Bulverde Code of Ordinance for Zoning Regulations](#)

**Special Use Permits:** The granting of permission for a use not allowed by right in a zoning district and which requires review on a case-by-case basis to determine the appropriateness of the proposed use at a specific location. A request for a special use permit is subject to the same requirements as for a zoning change request.

A Special Use Permit process must go before both the Planning and Zoning Commission and City Council.

The [Permitted Use Chart](#), shows the following uses allowed in different zoning districts by right, or with an SUP. Any use not listed in the chart will require an SUP as well.



# Zone Change & SUP Application

## **Zone Change linked below:**

[Bulverde Zone Change Application](#)

- The required fee must be submitted with the application.

## **SUP linked below:**

[Bulverde Special Use Permit Application](#)

- All documents listed in the application must be submitted with the SUP application, along with the correct fee.

# Zone Change Process Workflow

Meet with city staff to discuss the feasibility of the zoning change. This usually involves a discussion of what public facilities are available in the area and their capacities, nature of the surrounding land uses and consistency with the Comprehensive Plan.



Submit an Application for Zoning Change.



Staff reviews the application for completeness and provides proper notices to the newspaper and nearby property owners.



Planning and Zoning Commission considers request at the public hearing. The public will have an opportunity to speak for or against the proposal. The Commission will then make a recommendation to City Council.



City Council holds another public hearing and considers the recommendation of the Commission. City Council renders the final decision.

# Special Use Permit Workflow

Apply for a Special Use Permit and submit all the documents required on the application.



Staff reviews the application for completeness and provides proper notices to the newspaper and nearby property owners.



A public hearing will take place with Planning and Zoning Commission. The Commission makes a recommendation to be considered by City Council.



City Council holds another public hearing and considers the recommendation of the Commission. City Council renders the final decision.



# Planned Development District

## **What is a Planned Development District?**

A zoning classification intended to provide design flexibility for the combination and mixing of uses and the creation of unique standards in a project that is planned and constructed under a single cohesive plan. Also the development or project that results from the use of the planned development zoning technique.

**Permitted uses:** Uses may be selected and combined from the list of permitted activities in Article 14.04.002, Permitted and Prohibited Uses. Additional uses not listed in article 14.04 will follow the same process.

Attached below is the Application for the Planned Development District:

## PDD Application

- All requirements in the application must be met and fees must be paid to move forward to Planning and Zoning and City Council.



# Platting/Subdividing your Lot

## **What does it mean to plat land?**

A plan for subdivision submitted for preliminary or final approval by the city in conformity with the provisions of these regulations and which, if given final approval, will be filed with the County for recording. A replat, resubdivision, and development plat are a plat as defined herein.

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

- When a development is proposed.
- If the property is unplatted land.
- An existing plat lot is being changed, such as divided or combined.
- An existing lot line is being moved or removed.



# Plat types & Review

- Master Development Plan (MDP)
- Preliminary Plat
- Final Plat
- Vacating Plat
- Replatting Without Vacating Preceding Plat
- Amending Plat
- Development Plat
- Conveyance Plat
- Minor Plat

Plats are reviewed in accordance with Chapter 10A Subdivision Ordinance. Please see the link below for more information:

[Chapter 10A Subdivision Ordinance.](#)

## **Required Applications/Documents for Platting**

All Plat applications can be found on the City of Bulverde website under the Platting and Subdivision Permits.

[Applications & Forms](#)



# Public Infrastructure

The City of Bulverde does not provide utilities. Water, wastewater, and electricity are provided through separate entities.

**Water**

Texas Water Company  
Phone: 830-312-4600

**Waste Services**

Waste Connections  
Phone: 844-708-7274  
Franchise Agreement

**Electric:**

City Public Service  
Phone: 210-353-2222  
Pedernales Electric Coop  
Phone: 888-554-4732

**Septic:**

Comal County  
Phone: 830-221-1100





# Building Permits

A building permit ensures the project is following the City's adopted building construction codes and to provide approval for construction.

An approved permit is required before any alterations, construction, or placement of any structure within city limits.

Currently, the City reviews all construction plans to the below codes:

- 2021 International Residential Building Code
- 2021 International Commercial Building Code
- 2021 International Fire Code
- 2023 National Electric Code

All permits must be submitted through the online portal at [mgoconnect.org](https://mgoconnect.org).

Any disturbance of land is required to be reviewed in accordance to the Storm Drainage Design Criteria Manual.

Tier 1 Submittal apply to any development or redevelopment meeting all of the following criteria, unless stated otherwise herein:

- Total disturbance area of less than 1 acre.
- Total increase in impervious cover of less than 2,000 square feet.
- Not part of an overall project affecting 1 acre or more, or resulting in an increase in impervious area of 2,000 square feet or more.

Tier 2 application is required for any development or redevelopment that does not qualify as a

Tier 1 Application. Submittals for Tier 2 Applications require a complete Stormwater Management Plan completed and sealed by a licensed engineer



# Required Applications/Documents for Building Permits

All Permits must be applied for through the City's online portal @ [mgoconnect.org](https://mgoconnect.org).

Additionally, all applications are included on the City's website for review.

[Application & Forms.](#)

Be sure all required documents are uploaded to the portal when permit is submitted.

All costs/fees can be found on the City Code of Ordinance, [Chapter 16 Planning and Development Fees.](#)

# Building Permit Process Workflow

Submit application and all supporting documents through MGO.



Invoice is sent to applicant



Applicant pays fees



Approved



Permit Issued



Pending more information



Address City Comment and Resubmit documents to online portal.



Once all comments are cleared, permit can be issued.



# Certificate of Occupancy

A Certificate of Occupancy is a document that permits a business to operate in a specific location and ensures the business is cooperating with the proper zoning and municipal codes.

A Certificate of Occupancy may be required any time a new business is opening in either an existing or new structure, including:

- Tenant change / Name Change
- Change in the use / classification of the building
- Major Remodel / Renovation
- A new business

Certificates of Occupancy is issued for both Commercial and Residential properties.

The City does not issue Temporary Certificates of Occupancy.

After all fees have been paid and inspections successfully passed, the certificate will be available within 48 hours of final approval.

You may apply for a Certificate of Occupancy through the online portal @ [mgoconnect.org](https://mgoconnect.org).

The paper application is also provided on the City's Form & Application page.

[Bulverde Certificate of Occupancy Application](#)



# Sign Permits

All Signage must receive an approved Sign Permit before erection of the sign. All Signs are reviewed in accordance with Article 3.08 Signs.

Permanent Signs can be Attached, Ground, or Monument signs.

Temporary Signs Requiring a Permit consist of a Banner, Street Event Banner, Model Home Sign, Special Purpose Sign, and Development Sign.

Temporary Signs exempt from permit include Builder Sign, Real Estate Sign, Garage/yard Sale Sign, and a Civic Organization Event Sign.

All signs can be applied for through [mgoconnect.org](http://mgoconnect.org).