



Application for Planned Development District (PDD)

Planning & Development Department
30360 Cougar Bend, Bulverde, TX 78163
Telephone: 830-438-3612 - Fax: 830-438-4339
www.bulverdetx.gov

Date: _____

Case No. _____

Applicant Information:

_____	_____	_____
Name	Phone	Fax
_____	_____	_____
Address		Email

Property Owner Information:

_____	_____	_____
Name	Phone	Fax
_____	_____	_____
Address		Email

** If property owner is not the applicant, a letter of authorization from the owner is required with application submittal.*

Property Identification:

Street Address: _____

Legal Description: _____

Zoning District Classification: _____

Requested Zoning District Classification: _____

The undersigned agrees to pay the **non refundable** application fee and any other applicable fees as outlined in the Planning and Development Fee Schedule and agrees to pay fees for any additional review requiring consultation with City Consultants, including involvement of a contract engineer in a predevelopment conference. To the extent possible, City Staff will provide the Owner/Applicant with an estimate of fees should outside consultation be required. The undersigned also acknowledges the City Staff may require additional appropriate information be submitted to aid in the review.

PROPERTY OWNER'S ACKNOWLEDGEMENT

Signature of Owner/Applicant

Date

State of Texas
County of _____

This instrument was acknowledged before me on the _____ day of _____, 20____, by

(name of property owner).

(Notarial Seal)

Notary Public's Signature

Submittal Format:

**Application submittals must follow format outlined in Pages 3 and 4 of this application.



LETTER OF AUTHORIZATION FOR APPLICATION

Planning & Development Department
30360 Cougar Bend, Bulverde, TX 78163
Telephone: 830-438-3612 - Fax: 830-438-4339
www.bulverdetx.gov

***This form is only required for property owners allowing another person or entity to submit and amend documentation required by the City on the property owner's behalf.*

I, _____, owner of the property, described in this application, authorize _____ (name) to apply for a Planned Development District (PDD) on my/our behalf of the property.

The Additional Applicant's information is:

Company: _____

Contact Name: _____

Address: _____

Signature of Owner/Applicant

Date

STATE OF TEXAS
COUNTY OF _____

This instrument was acknowledged before me on the _____ day of _____, 20 __, by _____ (name of property owner).

Notary Public's Signature

(Notarial Seal)



Planning and Development PDD Application Checklist

PROCEDURAL STEPS IN CONSIDERATION OF A PDD APPLICATION

- Applications for creation or amendment of a Planned Development District, along with all required fees, must be submitted to the Planning Department, or other such department as the City Manager may designate.
 - Upon receipt of such application, the Planning Director (Director) shall conduct a review to determine whether the application is administratively complete. No application shall be deemed administratively complete unless it satisfies all of the requirements listed in this application.
 - If the Director finds that the application is not administratively complete, he shall provide the applicant with a list of deficiencies to be corrected. Upon submittal of a revised application, the Director shall again conduct a review for administrative completeness. No additional fees shall apply to the first resubmittal of a revised application. Additional fees shall be paid by the applicant for the second and all subsequent resubmittals in accordance with the City's current fee schedule.
 - Once the Director finds that an application is administratively complete, the application shall be submitted to the Planning & Zoning Commission for consideration.
 - After receiving a recommendation from the Planning & Zoning Commission, the Director shall prepare a draft ordinance to implement the planned development district in accordance with the application and the recommendation of the Planning & Zoning Commission, and submit the proposed ordinance and the application to the City Council for consideration.
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ALL SUBMITTALS MUST FOLLOW THE FOLLOWING REQUIREMENTS TO BE ACCEPTED BY THE CITY OF BULVERDE FOR INITIAL REVIEW

- Planned Development District Zoning Review Fees**
 - \$2,000.00 + \$100.00 per acre.
- A conceptual site plan that depicts:**
 - The area to be utilized by each proposed use on the site.
 - Parking areas and a detail showing the number of parking spaces to be provided on the site.
 - Watercourses and steep slope areas with slope in excess of 25%, as those terms are defined in Chapter 17, Environmental Protection.

- All areas of special flood hazard, as defined in Chapter 3, Article 3.07, Flood Damage Prevention.
 - Percentage of impervious cover for the fully developed site.
 - Right-of-way or other areas to be dedicated to the city, if any.
 - Location of all current and proposed water towers or tanks, wastewater treatment plants, septic systems, and water wells.
 - Development phasing, if proposed
- **A proposed zoning statement that:**
- Identifies an existing zoning district listed in Article 14.03 that will serve as the base zoning district for the proposed planned development district, along with a list of proposed alterations to the regulations of the base zoning district, if any.
 - A list of additional uses that the applicant wants to add to the base zoning district and/or a list of uses that the applicant wishes to exclude from the base zoning district.
 - As an alternative to selecting an existing zoning district to serve as a base zoning district, the applicant may choose to create a custom base zoning district that establishes uses and standards for planned development district. Any such custom base zoning district must provide a custom standard to correspond to each of the standards enumerated in the City’s existing zoning district regulations, as outlined in Article 14.03.
- **A utility service statement detailing:**
- The proposed source of all electric, water, gas, telecommunications, and wastewater services.
 - The method of wastewater treatment and disposal for all effluent produced on the site.