



# CITY OF BANDERA

511 Main St. • PO Box 896 • Bandera, Texas 78003 • P: (830) 796-3765 • F: (830) 796-4247

## NEW NEIGHBORHOOD PLAN APPLICATION

### Applicant Information

Applicant's name: \_\_\_\_\_

Applicant's mailing address: \_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_

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

### What is a Pre-Application Meeting?

It is an opportunity for an applicant to describe the development that will be submitted and for City staff to explain the development process, including:

- applications/checklists
- timelines
- review procedures
- governing approval
- development standards

Schedule a pre-application meeting before submitting a project to the City (see Pre-Application Meeting application). The meeting lasts 30 to 60 minutes and is between the applicant and city staff.

*Pre-Application meetings are scheduled within 2 to 3 weeks after this request is submitted to the city.*

### Applicability

- (1) Neighborhood Plans are for any development project over 13.6 acres or equal to or larger than four (4) Bandera blocks.
- (2) Neighborhood Plans are used to create new complete neighborhoods.
- (3) Each neighborhood will be made of a series of blocks created for a variety of street types, building types, and Place Types.
- (4) Before preparing a Neighborhood Plan, review Appendix 3: Place Type Zoning Ordinance "New Neighborhood Plans" (A3-60) and "Development Patterns" (A3-42), and Bandera 2040 Comprehensive Plan Chapter 5-Character Districts ((5-1) pg. 72-103).

### Plan to a Permitted New Neighborhood

**Pre-Step: Pre-application meeting**

**Step One: New Neighborhood Plan**

See "New Neighborhood Plans (A3-60)

**Step Two: Subdivision Plat**

See Appendix 2: Subdivision Ordinance for types of plats and subdivision standards

**Step Three: Building Permitting**

See "Public Frontage Plan" (A3-72) and "Site Plan" (A3-55)

### REVIEW PROCESS

SCHEDULE A PRE-APPLICATION  
MEETING

SUBMIT THIS APPLICATION WITH  
CHECKLIST ITEMS AND PAY  
NEIGHBORHOOD PERMIT FEE TO  
THE CITY

Application will be deemed  
complete/incomplete within 5 days  
after submission

ADMINISTRATIVE REVIEW AND  
APPROVAL

Timeline for review will be determined  
by City Staff

MOVE TO NEXT STEP: SUBMIT A  
SUBDIVISION PLAT TO THE CITY  
(SEE SUBDIVISION PLAT  
CHECKLIST)

**Submittal Requirements**

**Submittal Package Detail**

- Include legal description
- Include a geographic location map of subject property
- Illustrate the proposed block structure with block, lot, and right-of-way measurements. See “Development Patterns” (A3-42) and “Character District Regulations” (A3-26) to determine development standards for the new neighborhood.
- Show Place Type designations by lot. See “Place Type Zoning” (A3-19) for Place Type map and descriptions.
- Show the proposed street network plan with existing streets and proposed street types to and through the development. See Appendix 1-Master Throughfare Plan for required and desired future streets and for street cross sections.

I certify that I am the property owner or the applicant designated by the property owner, and that the information submitted in this application is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR CITY USE ONLY:**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Routed to: \_\_\_\_\_ on \_\_\_\_\_