



# DEVELOPMENT GUIDE





# City of Bulverde, Texas

The 'Front Porch' of the Texas Hillcountry

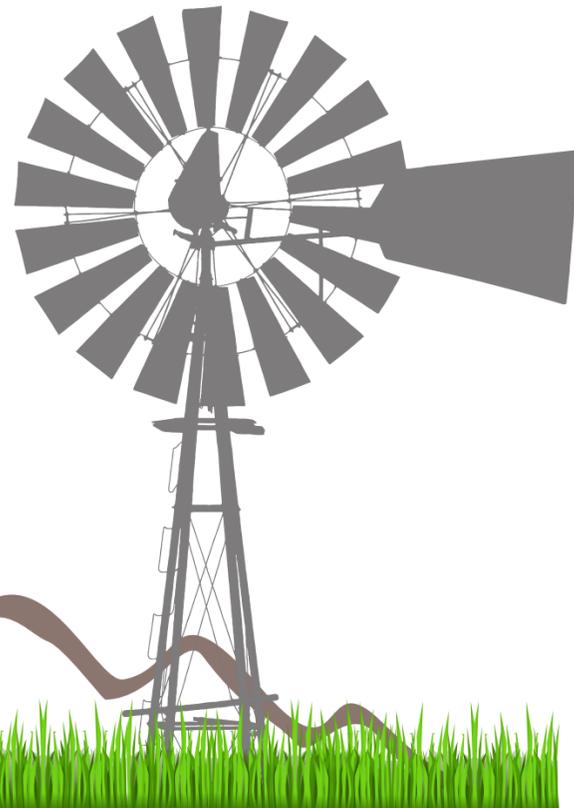
The city of Bulverde is located North of San Antonio in the beautiful Hill Country of Texas. It is home to vast wildlife, rolling hills, and rushing rivers. Bulverde is a growing city with a small town feel and slow-paced lifestyle.

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**This guide is meant to provide a basic overview of the development process only.**

**Please refer to the Bulverde Code of Ordinances for specific requirements**

**[Bulverde City Code of Ordinances](#)**



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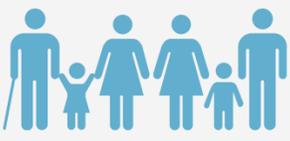


# Chapter 1: **Where to Begin**

## 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.

Schedule your Pre-development meeting via email ([agohlke@bulverdex.gov](mailto:agohlke@bulverdex.gov)) or call Bulverde at 830.438.3612



Meetings can range from 30 minutes to an hour long and are encouraged by the City of Bulverde.



The following information will be needed:

- Basic Plan or Sketch to help us better understand the concept
  - Non-residential construction
  - Residential construction
  - Reuse of existing structures and site
- Current Zoning
- Zoning change (if applicable)





## Chapter 2: **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](#). If the use of the property does not match the zoning requirements; a zone change is required to continue.

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

Special Use Permits are designed to give flexibility to landowners and developers to allow other compatible uses within a zoning district. City Council may place reasonable conditions on a special use permit to safeguard and protect adjoining properties to promote and protect the public health, safety, order, morals, convenience, prosperity and general welfare. Said conditions shall be complied with by the grantee before a certificate of occupancy may be issued. A Special Use Permit process includes both the Planning and Zoning Commission and City Council.

Special Use Permits can be used for an assortment of things. Listed in the [Bulverde Special Use Permit Uses](#), are the different uses for the Special Use Permits in addition to their zone districts.

# Required Applications/Documents for Determining Land Use

## Zone Change:

### Bulverde Zone Change Application:

- Fees

### Bulverde Fee Schedule

## Special Use Permit:

### Bulverde Special Use Permit Application:

- Letter of Intent
- Site Plan
- A Landscape/Buffering Plan
- A Tree Preservation & Replacement Plan

### Bulverde Fee Schedule

# Zoning 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.



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



A public hearing will take place with City Council.



City Council then approves or denies the SUP.

# Planned Development District

## What is a Planned Development District?

The intent of the PD district is to allow an opportunity for greater flexibility of land uses. Applicants are encouraged to create a development that mixes uses, incorporates quality development standards and provides for appropriate connections and transitions between activities. Standards may be based on existing zoning requirements; however, in order to create a better, more innovative design, modified standards may be approved. The location of the proposed PD must be chosen based on conditions in the surrounding area and the recommendations of the future land use plan.

**Concept Plan:** Intended to be used as the first step in the PD process. It establishes the most general guidelines for the district by identifying the land use types, development standards, approximate road locations and project boundaries. The concept plan will eventually become a final plan as you work through the process with the city.

**Permitted uses:** Uses may be selected and combined from the list of permitted activities in Article 14.04, Permitted and Prohibited Uses. Additional uses not listed in article 14.04 may be approved by the city council.

Please visit Bulverde PD District for more details on Lot requirements, building requirements, etc.



## Chapter 3: **Platting/Subdividing your Lot**

What does it mean to plat land?

The process by which undeveloped land is drawn to represent land that has been subdivided or transformed into legal building sites. The layout of the streets, utilities, and lots are established for individual ownership and development. During this process, the proposed development is transformed from a general idea into a detailed, legally recorded map. Though the amount of time the platting process takes varies with each project, the average platting process takes a minimum of four months.

When do I need to plat?

- 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.



## What Kind of Plat is Required?

- Master Plan: required when the property owner intends to develop/subdivide a portion of a larger tract where the remainder will be developed/subdivided later.
- Preliminary Plat: intended to refine the proposed overall project. Preliminary plats often include two or more phases.
- Final Plat: recorded upon completion and acceptance of public improvements or authorized financial security is posted.
- Minor subdivision: simplifies the platting process to create no more than four lots with no utilities or improvements on transportation.
- Replat: the purpose of this type of plat is to change the configuration of an existing platted lot.
- Amended Plat: a drawing that modifies a recorded final plat, or a minor plat in accordance with provisions.

# Required Applications/ Documents for Platting

Bulverde Subdivision Plat Applications

Bulverde Replat Application

Bulverde Final Plat Application

Bulverde Preliminary Application

Bulverde Amending Plat Application

Bulverde Fee Schedule

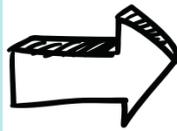
# Subdividing and Platting Workflow

Are you developing in phases?

Does the proposed division result in four lots or less?

Do all lots front on an existing public street?

Are adequate water and wastewater utilities currently available to all lots within the subdivision?



If yes, then this is a Minor Plat and can be approved administratively.



If NO

The Applicant may submit an application for a Masterplan, Replat, Amending Plat, Preliminary Plat or Final Plat to the Planning Department.



Goes to Planning and Zoning Commission. Replats can require Public Hearings.



Goes to City Council. Replats can require Public Hearings.



If the plat is approved, it is recorded.



If Amending Plat: Amending Plats can be approved administratively.



## Chapter Four:

# 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



# Chapter Five: Building Permits

A building permit helps to ensure 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.
- Minor work or repair done to a building such as, painting, carpeting, or roofing is allowed without a permit.



# Required Applications/ Documents for Building Permits

Commercial Building Permit:  
Bulverde Commercial Building Application

Residential Building Permit:  
Bulverde Residential Building Application  
(requires a review plan)  
Bulverde Residential Building Application  
(does not require review plan)

Bulverde Fee Schedule

Building Construction Plans can include; but not limited to the following:

- Cover Sheet
- Site Plan
- Floor Plan
- Foundation Plan with Details
- Electrical Plan
- Plumbing Plan
- Mechanical Plan
- Irrigation Plan/Sketch
- ADA Plan
- Drainage Plan and Reports
- TIA Worksheet and Report

# Building Permit Process Workflow

Submit application and all supporting documents through MGO and be sure that contractors are registered in the City of Bulverde. Linked is the Contractor Registration form.



Invoice is emailed to applicant



Applicant pays fees



Approved



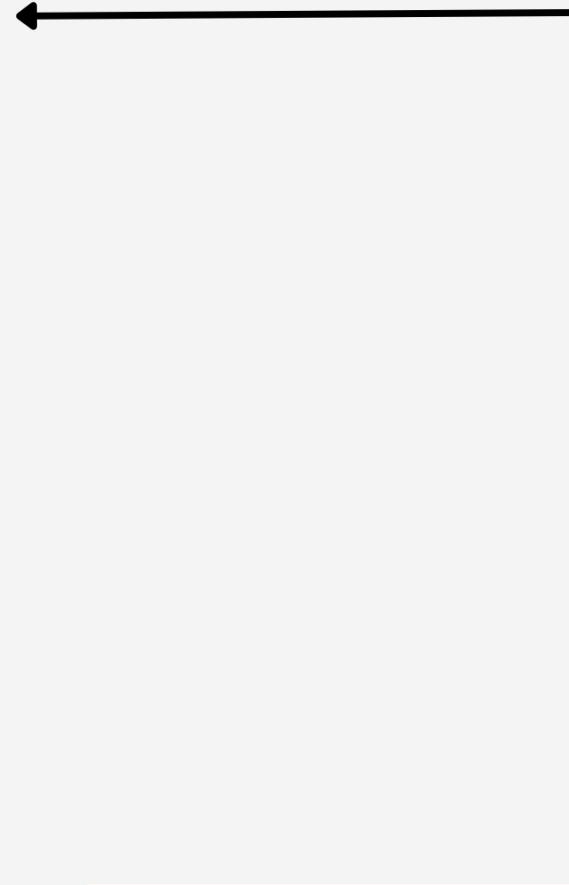
Permit Issued



Not Approved



Address City Comment and Resubmit





# 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
  - Change in the type of use
  - Change in occupancy classification
  - Major changes in characteristics of business
  - A new business
  - Certificates of Occupancy is only issued to Commercial properties and NOT residential.

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

Apply for a Certificate of Occupancy here:

[Bulverde Certificate of Occupancy Application](#)

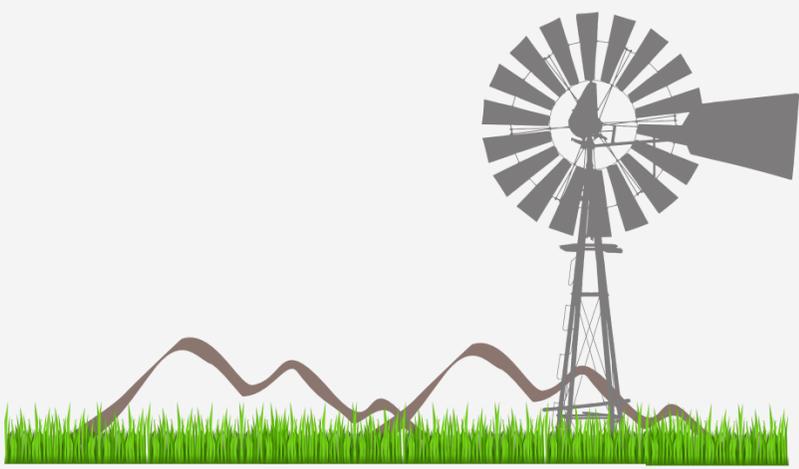
OR

[Apply through MyGovernmentOnline](#)



## Other Permits/Fees that could be required

# Chapter Six: Miscellaneous Permits and Fees



OTHER PERMIT FEES	
<b>Miscellaneous Trade Permit Fee</b>	
Demolition permit	\$100.00
<b>Watershed Preservation and Protection Permits</b>	
Tree preservation permit	\$250.00, plus \$10.00 per acre of preservation site
Steep slope development	\$250.00, plus \$10.00 per acre of preservation site
Cut and fill	\$250.00, plus \$10.00 per acre of preservation site
Water quality	\$250.00, plus \$10.00 per acre of preservation site
Impervious cover	\$250.00, plus \$10.00 per acre of preservation site
Per-caliper-inch cash value for replacement trees	\$300.00 per caliper inch
<b>Floodplain Development Permit Fee Schedule</b>	
Official floodplain determination letter	\$50.00
Elevation certificate review (when property is located within the floodplain, but proposed building/development is not)	\$200.00
Full floodplain development permit review (when property and proposed building/development is located within the floodplain)	Base fee: \$700.00 (includes a maximum of four hours of outside consultant review time). Supplemental fee: Actual cost for all outside consultant review time required in excess of hours included in base fee.
<b>Site Preparation and Rights-of-Way Work Fees</b>	
Driveway/curb-cut permit	\$125.00 base fee, plus \$500.00 deposit refundable upon completion
Street-cut permit review fee (utilities, etc.)	\$200.00
<b>Miscellaneous Fees</b>	
Inspections outside of normal business hours	Actual cost
Inspections for which no fee is specifically indicated	Actual cost
Variance to building code, per provision from which a variance is sought	\$500.00
Appeal of building code determination	\$500.00



## Chapter Seven: **Sign Permits**

### Sign Permits

Sign Permits are required in the City of Bulverde. Please visit [Bulverde Code of Ordinance](#) and [Prohibited Signs](#) to see the requirements.

Attached is the [Sign Permit Application](#).

### Temporary Banner Permits

Bulverde has many events and festivals annually, and vendors may wish to hang large banners to promote their event.

A permit is required to hang banners. Please visit [Bulverde Temporary Sign Permit](#), to complete an application. Once approved, the applicant will receive a phone number to Dixie Signs to receive secondary approval.