

# CIBOLO DEVELOPMENT GUIDE



## Contact Us :

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[www.cibolotx.gov/planning](http://www.cibolotx.gov/planning)  
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## PURPOSE

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The purpose of the Cibolo Development Guide is to serve as a supplementary tool to the City of Cibolo's Unified Development Code (UDC). This guide provides information that will help you navigate our planning processes by streamlining necessary requirements for development in the City. It includes submittal requirements, flowcharts, schedules, development processes, online links to forms and applications, and the like.

# BOARDS AND COMMISSIONS

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While meeting dates and times are subject to change, regularly scheduled meetings are as follows:

## CITY COUNCIL MEETINGS

- Held on the 2nd and 4th Tuesday of each month
- Meeting start time - 6:30 pm
- Cibolo City Hall - 200 S. Main St. (Council Chambers)
- City Council information - [Here](#)
- Watch live or recorded meetings - [Here](#)
- View available agendas and minutes - [Here](#)

## PLANNING & ZONING COMMISSION MEETINGS

- Held on the 2nd Wednesday of each month
- Meeting start time - 6:30 pm
- Cibolo City Hall - 200 S. Main St. (Council Chambers)
- P&Z Commission information - [Here](#)
- Watch live or recorded meetings - [Here](#)
- View available agendas and minutes - [Here](#)

## ZONING BOARD OF ADJUSTMENT MEETINGS

- Meet on an as-needed basis
- Meeting start time - 6:30 pm
- Cibolo City Hall - 200 S. Main St. (Council Chambers)
- Board information - [Here](#)
- Watch live or recorded meetings - [Here](#)
- View available agendas and minutes - [Here](#)

## PRE-DEVELOPMENT MEETING

Pre-Development Meetings provide an opportunity for City staff and the development team to discuss the project in detail, go over our development processes and procedures, design requirements, answer questions, and potentially bring attention to any foreseen roadblocks.

Fill out Pre-Development Meeting Request form

Email the completed form to the Planning Department  
[planning@cibolotx.gov](mailto:planning@cibolotx.gov)

City staff will contact you to schedule a virtual Pre-Development meeting

Attend the Pre-Development meeting

City staff will send you meeting minutes, applications, and next step instructions for your project



### WHEN SHOULD I REQUEST A PRE-DEVELOPMENT MEETING?

Pre-Development Meetings are highly encouraged prior to the submittal of projects that include, but are not limited to:

- Subdividing / Platting
- Zoning Change
- Conditional Use Permit (CUP)
- Site Plan

### HOW DO I REQUEST A PRE-DEVELOPMENT MEETING?

Pre-Development Meetings may be requested by filling out the Pre-Development Meeting Request form (shown on pg. 4) and emailing the completed form and any supplemental documents to the Planning Department, [planning@cibolotx.gov](mailto:planning@cibolotx.gov).

After receiving the request, staff will coordinate internally to place the item on an upcoming meeting agenda. Once secured, staff will send a Microsoft Teams Meeting calendar invite to the individuals included on the meeting request form. Meetings are held virtually on Tuesdays or Fridays, between 9 am and 3 pm.

### WHAT SUPPLEMENTAL DOCUMENTS SHOULD I SUBMIT WITH THE MEETING REQUEST FORM?

To best serve you, we ask that in addition to the completed Pre-Development Meeting Request form, you include any exhibits, renderings, site plans, property information, a list of specific questions you would like to target, and the names and contact information for members of your development team.

### IS THERE A FEE ASSOCIATED WITH A PRE-DEVELOPMENT MEETING?

No fee is required for the first Pre-Development Meeting with City staff. However, any subsequent meetings requested with staff that pertain to the same project will be subject to a one-hundred (\$100) dollar fee.

### WHAT WILL TAKE PLACE DURING THE PRE-DEVELOPMENT MEETING?

Feedback from City staff will be dependent on the information and plans submitted with the meeting request form. Staff will explain the submittal process, answer any questions you may have, and discuss submittal dates (if applicable) and other requirements specific to your project (i.e., zoning, site access & parking, platting, utilities, building & fire codes, drainage, and public infrastructure).

### WHAT WILL OCCUR AFTER THE PRE-DEVELOPMENT MEETING?

City staff will email minutes from this meeting approximately two (2) business days following the meeting. You can follow the next steps identified in the minutes. If you have any additional questions or require clarification, please contact City staff.



### City of Cibolo Pre-Development Meeting Request Form

Provide this completed form and required items to the Planning Department: [planning@cibolotx.gov](mailto:planning@cibolotx.gov)  
*All meetings are Virtual (Teams/Zoom)*

Contact Name: \_\_\_\_\_

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

Owner's Name: \_\_\_\_\_

#### Project Information

Project Address/General Location: \_\_\_\_\_ Parcel ID: \_\_\_\_\_

Project Type (retail, multi-family, single-family, restaurant, etc.): \_\_\_\_\_ Acreage: \_\_\_\_\_

Building Square Footage: \_\_\_\_\_ # of Res Units: \_\_\_\_\_ Project Stage:  Due Diligence  Under Contract/Own

Is the project located in the [Green Valley Special Utility District](#)?  Yes  No  Not Sure

Is your legal Counsel/Attorney going to attend?  Yes  No

\*Please be advised that the city Attorney must be present at all meetings where the applicant's legal representative will attend.

Please indicate what departments you would like to be present:

Planning  Engineering  Fire  Public Works  Parks  Economic Development  Building/Inspections

Proposed development description and specific questions to be discussed:

(if additional space is needed, please provide on a separate attachment)

#### Required Items for Pre-Development Meeting (to be attached to this form)

1. List of people who will attend the meeting and their responsibilities in the development, including contact information.
2. Site location map, Appraisal District parcel ID, or written description of the location.
3. Proposed conceptual site plan, sketch, or other graphic information to depict the proposed project.

I, the undersigned, request a pre-development meeting for the purpose of discussing a proposed project in general terms. I have provided the information requested in this form and understand that this meeting does not constitute a city review for the purposes of approval or permit issuance. A licensed professional engineer should be consulted independently by the applicant regarding potential utility, drainage, and floodplain impact issues prior to making any decisions regarding real estate or other business transactions. Upon submittal of the appropriate application(s), additional comments from city staff should be expected in addition to those that were discussed in this meeting. Furthermore, I understand that this meeting is not a development permit application and does not constitute the first in a series of permits or projects, as defined by 245.001 et Seq. of the Texas Local Government Code, for this proposed project. Plans shall be prepared in accordance with the city of Cibolo Code of Ordinances, as well as any international, federal, state, or local codes incorporated or referenced therein. A pre-development meeting is required by the city. Second and subsequent meetings per [Cibolo Fee Schedule](#) is \$100.00.

By signing below, you are acknowledging receipt of the above information.

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Date

## PRE-DEVELOPMENT MEETING REQUEST FORM

This form can also be found on the City's website, [www.cibolotx.gov](http://www.cibolotx.gov):  
Business > Planning > Development Process > Application and Review Process > Forms and Applications

## ZONING

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Zoning is required for each property within the city limits and provides the land uses and regulations for which the property may be developed. The zoning process is where an applicant establishes the initial zoning district or by which they may request a different zoning district than what currently exists on a property. The Planning & Zoning Commission and City Council will review all proposed zoning changes.



## WHAT IS A ZONING DISTRICT?

The City's UDC defines a zoning district as "Any section of the City for which the regulations uniformly govern the use, placement, density, bulk, height, and coverage of land and buildings." Examples of zoning district classifications identified in the UDC include: Single-Family (i.e., SF-1, SF-2, SF-3, SF-4), Multi-Family (i.e., MF-1 and MF-2), Commercial (i.e., C-1, C-2, C-2R, C-3, C-3R, C-4), Industrial (I-1 and I-2), etc. For a complete list of zoning districts within the City, please refer to Article 4 of the [UDC](#).

## HOW CAN I FIND OUT WHAT MY PROPERTY IS ZONED?

You can look up your current zoning district via the City's [Interactive Zoning Map](#) which can be found on the City's website. You may also contact the Planning Department for assistance.

## HOW DO I FIND OUT WHAT USES ARE ALLOWED IN EACH ZONING DISTRICT?

The City's UDC has four (4) use tables for zoning districts that are broken into: (1) Residential Uses, (2) Commercial Uses, (3) Industrial Uses, and (4) Civic and Other Uses. Each table includes a list of zoning districts along the top and land uses along the side. Uses identified with a "P" are permitted by right within that particular zoning district. If there is not a "P", then the use is not permitted. Uses not identified in the use table are prohibited. Use tables can be found in Article 13 of the UDC.

## WHAT IF MY CURRENT ZONING DOES NOT ALLOW FOR THE USE I WANT TO DEVELOP?

If the use you want to develop on your property is not allowed in your current zoning district, you will need to either find a property that is already zoned for your proposed use or request a rezoning of the property. Otherwise, the use would not be allowed on your property.

## IS THERE A DEADLINE TO SUBMIT MY APPLICATION FOR A ZONING CHANGE? HOW LONG WILL IT TAKE TO REZONE MY PROPERTY?

The City typically accepts zoning applications on the second Monday of each month. Following the City's review of the application for completeness, the zoning request will be scheduled for the next available Planning & Zoning Commission and City Council meetings.

The rezoning process can take up to nine (9) weeks from application submittal to final decision by City Council. For more detailed information regarding submittal dates, notice procedures, and meeting dates for a zoning change request, please refer to the City's [Zoning Calendar](#).

## HOW MUCH WILL IT COST TO REZONE MY PROPERTY?

Zoning change costs are dependent on the acreage of the property being rezoned. For reference, the fee schedule is attached to the [Zoning Change Application](#).

## WHERE DO I SUBMIT THE ZONING CHANGE APPLICATION. WHERE DO I PAY THE APPLICATION FEE?

Documents for a zoning change request may be submitted online using the [My Government Online \(MGO\) portal](#). Any fees associated with your application can be paid online in the MGO portal.

## CONDITIONAL USE PERMIT

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A Conditional Use Permit (CUP) is a use or occupancy of a structure, or a use of land, permitted only upon issuance of a CUP and subject to stated conditions required to make the use compatible with other uses permitted in the same zone or vicinity. Conditional uses are identified in the permitted uses table in the City's UDC.



### ARE THERE DIFFERENT TYPES OF CONDITIONAL USE PERMITS?

Depending on the zoning district, the City's UDC identifies Conditional Use Permits are required for different proposed uses like a manufactured home, food truck, pawn shop, wrecker business, and more. CUPs are identified in the use tables in Article 13 of the UDC. Uses identified with a "C" are subject to the approval of a Conditional Use Permit within that particular zoning district.

### WHO HAS THE AUTHORITY TO APPROVE OR DENY A CUP?

Similar to zoning changes, Conditional Use Permits are reviewed by the Planning & Zoning Commission and City Council. Following a recommendation by the Planning & Zoning Commission, a final decision for a CUP application will be made by City Council.

### WHAT ARE SOME TYPES OF CONDITIONS THAT CAN BE PLACED ON A CUP?

A Conditional Use Permit can be approved with conditions in order to make use compatible with surrounding uses. While conditions imposed on a CUP are at the discretion of the Planning & Zoning Commission and City Council, they can range from restrictions to hours of operation, amplified sound, duration of the CUP, etc.

### WHAT IF MY CURRENT ZONING DOES NOT ALLOW A CUP FOR THE USE I WANT TO DEVELOP?

In this case, it would depend on the proposed use. If the use is permitted by right in a particular zoning district, you will need to either find a property that is already zoned for your proposed use or request a rezoning of the property. If the use is only allowed with a CUP and it is not allowed in your current zoning district, you will need to (1) rezone and (2) apply for a CUP. Otherwise, the use would not be allowed on your property.

### IS THERE A DEADLINE TO SUBMIT MY APPLICATION FOR A CUP? HOW LONG WILL IT TAKE TO RECEIVE A DECISION ON MY CUP REQUEST?

The City typically accepts Conditional Use Permit applications on the second Monday of each month. Following the City's review of the application for completeness, the CUP request will be scheduled for the next available Planning & Zoning Commission and City Council meetings.

The process for a CUP request can take up to nine (9) weeks from application submittal to final decision by City Council. For more detailed information regarding submittal dates, notice procedures, and meeting dates for a zoning change request, please refer to the City's [Zoning Calendar](#).

### HOW MUCH WILL IT COST TO APPLY FOR A CUP?

The cost for a CUP is dependent on the acreage of the subject property. For reference, the fee schedule is attached to the [Conditional Use Permit Application](#).

### WHERE DO I SUBMIT THE CUP APPLICATION? WHERE DO I PAY THE APPLICATION FEE?

Documents for a zoning change request may be submitted online using the [My Government Online \(MGO\) portal](#). Any fees associated with your application can be paid online in the MGO portal.

# 2

## Current and Future Zoning

## Zoning | Process Flow Chart



### STEP 1

**ZONING CHANGE SUBMITTED**

Submittals are accepted once per month.  
[View calendar](#)

### STEP 2

**STAFF COMPLETENESS REVIEW**

**If complete:**  
Move to Step 3

**If incomplete:**  
Repeat Step 1 on new submittal date

### STEP 3

**PUBLIC NOTICE**

City staff will mail notice of the public hearing to properties within a 200-foot radius of the subject property, send the notice to the City Secretary's Office, and publish the notice in the local newspaper.

### STEP 4

**APPROVAL/DISAPPROVAL**

**P&Z Recommendation**  
Approval or Denial

**City Council Action**  
Approval or Denial

**Approval**  
Ordinance signed, zoning maps updated, and letter issued to applicant

**Denial**  
Applicant may resubmit in 6 months by repeating Step 1 on new submittal date



## PLATTING

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A plat is an official map that shows a subdivision or creates building lots or tracts. It shows the number and dimensions of lots, public rights-of-way, and easements.

### WHEN IS A PLAT NOT REQUIRED?

Please refer to Section 20.1.9 of the City's UDC to see platting exemptions in the City of Cibolo.

### MY PROPERTY IS LOCATED IN CIBOLO'S EXTRATERRITORIAL JURISDICTION (ETJ). AM I REQUIRED TO SUBMIT A PLAT IF I WOULD LIKE TO SUBDIVIDE MY PROPERTY?

Yes. If you would like to subdivide property in the City of Cibolo's ETJ you are required to submit a plat.

### WHAT TYPE OF PLAT IS REQUIRED FOR MY PROJECT?

Please refer to the brief descriptions below and to the subdivision ordinance in Section 20 of the City's UDC for a determination as to what type of plat is required. Please contact the Planning Department for further assistance.

#### Municipal Authority: Administrative Approval

- **Amending Plat** - The purpose of an Amending Plat is to correct any errors or make minor changes to a previously recorded plat. Amending Plats are reviewed and approved by City Staff. Following approval, an Amending Plat can be filed and recorded with Guadalupe County.
- **Minor Plat** - The purpose of a Minor Plat is to subdivide land resulting in 4 or fewer lots with frontage on an existing street that will not require the creation of a new street or require the extension of any municipal utilities. Minor Plats are reviewed and approved by City Staff and can be filed and recorded with Guadalupe County following approval.
- **Development Plat** - The purpose of a Development Plat is to develop the lot without subdividing the land. "Development" means the new construction of any building or structure of any nature (residential or nonresidential). Development Plats are reviewed and approved by City Staff and can be filed and recorded with Guadalupe County following approval.

#### Municipal Authority: City Council Approval

- **Preliminary Plat** - The purpose of a Preliminary Plat is to present a detailed layout of a proposed subdivision to be reviewed by City staff, Planning and Zoning Commission and City Council prior to the submittal of a Final Plat. Since a Preliminary Plat provides a preliminary approval of a subdivision, it will not be recorded with Guadalupe County.
- **Final Plat** - The purpose of a Final Plat is to present a detailed final layout of a subdivision, which includes but is not limited to lots, streets, easements, public improvements, and other property features for plat recordation. Final Plats are filed and recorded with Guadalupe County following review and approval by City staff, Planning and Zoning Commission, and City Council.
- **Vacating Plat** - The purpose of a Vacating Plat is to eliminate the subdivision of property in a previously record plat, whereby the property will return to being an unplatted parcel of land. A plat can be vacated at any time before the sale of any lot. If lots have been sold, the plat can be vacated upon the application of all owners of lots in the plat with the approval of the City.



### HOW DO I GET A PLAT PREPARED?

You will need to hire either a registered professional surveyor or a licensed professional engineer to prepare a plat. However, a licensed professional engineer will be required for plats that require the construction of public improvements. The City cannot recommend a design professional, but you can find contact information for professional engineers and/or surveyors via the Texas Society of Professional Engineers or the Texas Surveyor's Association.

### IS THERE A DEADLINE TO SUBMIT PLAT DOCUMENTS AND FEES? HOW LONG WILL IT TAKE TO SUBDIVIDE MY PROPERTY?

The City typically accepts plat applications on the second Monday of each month. Please refer to the City's [Platting Calendar](#) for exact submittal dates. If a plat is submitted outside of the designated submittal date, it will not be accepted for review. If a plat submittal is deemed administratively complete, City staff will review the plat and provide any comments to the applicant within 10 business days. A plat that cannot be administratively approved will be scheduled for the next available Planning and Zoning Commission and City Council meetings.

Per H.B. 3167, all plats must be approved or disapproved within 30 days after the date the plat is filed on a designated submittal date. A list of meeting dates associated with plat approval are identified in the platting calendar. The processing time for administrative approved plats, however, are typically shorter due to the lack of public hearings.

### WHERE DO I SUBMIT PLAT DOCUMENTS FOR REVIEW? WHERE DO I PAY PLAT APPLICATION FEES?

Plat documents may be submitted online using the [My Government Online \(MGO\) portal](#). Any fees associated with your application can be paid online in the MGO portal.

### AFTER MY PLAT IS APPROVED, WHAT DO I DO NEXT?

Steps that need to be taken prior to recording a plat can be found [here](#).\*

\*If public improvements are required, they must be constructed and dedicated before City staff can record the approved plat. Alternatively, the applicant can choose to file security (bond, letter of credit, or escrow) in lieu of completing construction. Once the required improvements or security has been accepted by the City, the plat can be recorded at Guadalupe County.

# 3

## Subdivision / Platting

## Platting | Flow Chart



### STEP 1

**PLAT SUBMITTED**

Submittals are accepted once per month.  
**View Plat calendar**

### STEP 2

**STAFF COMPLETENESS REVIEW**

**If complete:**  
Move to Step 3

**If incomplete:**  
Repeat Step 1 on new submittal date

### STEP 3

**STAFF TECHNICAL REVIEW**

- Accepted submittals will be distributed for review by Planning, Engineering, Public Works and Fire departments.
- Comments will be distributed to applicant two weeks after submittal through MyGovernmentOnline, applicant will be notified via email.
- Revisions may be uploaded to [www.mygovernmentonline.org](http://www.mygovernmentonline.org) or emailed to [planning@cibolotx.gov](mailto:planning@cibolotx.gov)

### STEP 4

**APPROVAL/DISAPPROVAL**

**P&Z Recommendation**  
Approval, Approval with Conditions, or Denial

**City Council Action**  
Approval, Approval with Conditions, or Denial

**Approval or Approval with Conditions**  
Proceed with next steps

**Denial**  
Repeat Step 1 on new submittal date



## SITE PLAN

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A site plan is a scaled drawing of a lot or parcel of land showing the layout of existing/proposed structures, easements, rights-of-way, building setbacks, driveway/off-street parking, lighting, screening, and any other features required by the UDC.

### WHEN DO I NEED A SITE PLAN?

A site plan is required for nonresidential and multi-family residential developments when there is: (i) new development, (ii) expansion of an existing structure greater than 20% of an existing building, or (iii) a private amenity or facility in a residential development (i.e., recreation center, park, horse stable, etc.). The purpose of the site plan review process is to ensure compliance with the City's UDC and any other codes prior to construction.

### WHAT DOCUMENTS AND FEES ARE REQUIRED FOR SITE PLAN REVIEW?

The submittal requirements and fees for site plan review are listed on the [Site Plan Application](#).

### IS THERE A DEADLINE TO SUBMIT DOCUMENTS REQUIRED FOR SITE PLAN REVIEW? HOW LONG DOES THE SITE PLAN REVIEW PROCESS TAKE?

The City typically accepts site plan applications once a week on Monday's. If an application is complete, City staff will review the site plan submittal documents and provide comments or approval within 30 days after the date of submittal. If an application is incomplete, City staff will notify the applicant of what items are missing and next steps required for resubmittal.

### WHERE DO I SUBMIT MY DOCUMENTS FOR SITE PLAN REVIEW? WHERE DO I PAY THE APPLICATION FEE?

Site plan review applications may be submitted online using the [My Government Online \(MGO\) portal](#). Any fees associated with your application can be paid online in the MGO portal.



# 4

## Site Plan

## Site Plan | Flow Chart



### STEP 1

**SITE PLAN SUBMITTED**

Submittals are accepted once a week on Monday's.

### STEP 2

**STAFF COMPLETENESS REVIEW**

**If complete:**  
Move to Step 3

**If incomplete:**  
Repeat Step 1 on new submittal date

### STEP 3

**STAFF TECHNICAL REVIEW**

Accepted submittals will be distributed for review by Planning, Engineering, Public Works and Fire departments.

**If approved:**  
Move to Step 4

**If not approved:**

- Comments will be distributed to applicant two weeks after submittal through MyGovernmentOnline, applicant will be notified via email.
- Revisions may be uploaded to [www.mygovernmentonline.org](http://www.mygovernmentonline.org) or emailed to [planning@cibolotx.gov](mailto:planning@cibolotx.gov)

The resubmittal process continues until all comments are addressed.

### STEP 4

**PERMIT ISSUED**

Schedule a pre-construction meeting

## VARIANCES & WAIVERS

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A variance or waiver is a deviation from the requirements established in the City's UDC. Strict compliance of the code would otherwise be difficult or create a hardship due to the physical characteristics of the lot or parcel of land.



### WHAT IS A ZONING VARIANCE?

A zoning variance is a deviation from the zoning regulations in Article 4 of the City's UDC. Some examples of a zoning variance include setbacks, impervious coverage, etc. Zoning variances are reviewed and approved by the Board of Adjustment.

### ARE THERE OTHER TYPES OF VARIANCES?

Yes. An applicant may request a variance to other sections of the City's UDC and/or the Design Construction Manual (DCM). Some examples of other variances include a sign variance, subdivision variance, landscaping variance, etc. These variances are reviewed by the Planning and Zoning Commission and approved by the City Council.

### ARE THERE DIFFERENT TYPES OF WAIVERS?

Yes. Similar to a variance, an applicant may request a waiver to a particular zoning regulation or to other sections in the UDC, like a subdivision regulation. Zoning waivers are reviewed and approved by the Board of Adjustment whereas other waivers are reviewed by the Planning and Zoning Commission and approved by the City Council.

### WHAT DOCUMENTS AND FEES ARE REQUIRED FOR A VARIANCE / WAIVER?

The submittal requirements, checklists, and applicable fees for a variance and waiver are identified on each individual application. Please refer to the City's Applications and Forms and the updated Fee Schedule.

### IS THERE A DEADLINE TO SUBMIT MY VARIANCE / WAIVER REQUEST? HOW LONG WILL IT TAKE TO RECEIVE A FINAL DECISION?

For variances and waivers that require Board of Adjustment approval, the City typically accepts those applications on the last Monday of each month. For variances and waivers that require City Council approval, the City typically accepts those applications on the second Monday of each month. Following the City's review of the application for completeness, the variance / waiver application will be scheduled for the necessary public hearing(s).

Depending on the type of variance / waiver, the timeline for a final decision by the Board of Adjustment or the City Council can vary. For more detailed submittal dates, notice procedures, and meeting dates, please refer to the City's Board of Adjustment Calendar and Zoning Calendar.

### WHAT IS THE LIKELIHOOD OF MY VARIANCE / WAIVER REQUEST BEING APPROVED?

While City staff cannot guarantee the chance of your variance / waiver application being approved, we encourage you to look over the minutes of previous meetings to see the decisions that were made by the Board of Adjustment and the City Council for similar requests. Please be advised, however, the outcome of a previous decision should not be solely relied upon as each case is unique and will be considered independently. We also encourage applicants to refer to Section 4.3.5.3 and Section 20.1.11 of the UDC and Chapter 211 of the Texas Local Government Code which outlines criteria the Board of Adjustment and City Council will use to base their decisions on a variance / waiver request.

### WHERE DO I SUBMIT MY DOCUMENTS FOR A VARIANCE / WAIVER REQUEST? WHERE DO I PAY THE APPLICATION FEES?

Variance and waiver applications may be submitted online using the My Government Online (MGO) portal. Any fees associated with your application can be paid online in the MGO portal.

# 5

## Variations and Waivers

## Variations and Waivers | Flow Chart City Council Approval



STEP  
1

**VARIANCE/WAIVER  
SUBMITTED**

Submittals are accepted once per month.  
[View Zoning calendar](#)

STEP  
2

**STAFF COMPLETENESS  
REVIEW**

**If complete:**  
Move to Step 3

**If incomplete:**  
Repeat Step 1 on new submittal date

STEP  
3

**PUBLIC NOTICE**

City staff will mail notice of the public hearing to properties within a 200-foot radius of the subject property, send the notice to the City Secretary's Office, and publish the notice in the local newspaper.

STEP  
4

**APPROVAL/DISAPPROVAL**

**P&Z Recommendation**  
Approval, Approval with Conditions, or Denial

**City Council Action**  
Approval, Approval with Conditions, or Denial

**Approval or Approval with Conditions**  
Proceed with next steps

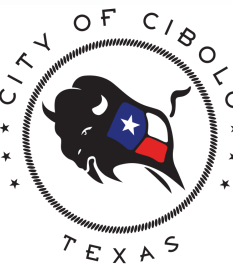
**Denial**  
Repeat Step 1 on new submittal date



# 5

## Variations and Waivers

## Variations and Waivers | Flow Chart BOA Approval



STEP  
**1**

**VARIANCE/WAIVER  
SUBMITTED**

Submittals are accepted once per month.  
[View BOA calendar](#)

STEP  
**2**

**STAFF COMPLETENESS  
REVIEW**

**If complete:**  
Move to Step 3

**If incomplete:**  
Repeat Step 1 on new submittal date

STEP  
**3**

**PUBLIC NOTICE**

City staff will mail notice of the public hearing to properties within a 200-foot radius of the subject property, send the notice to the City Secretary's Office, and publish the notice in the local newspaper.

STEP  
**4**

**APPROVAL/DISAPPROVAL**

**Board of Adjustment Action**  
Approval, Approval with Conditions, or Denial

**Approval or Approval with Conditions**  
Proceed with next steps

**Denial**  
Repeat Step 1 on new submittal date

## PUBLIC IMPROVEMENTS

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Public improvements (also referred to as “subdivision improvements”) may include, but are not limited to, street improvements, drainage facilities, water, wastewater, and/or parks that are typically owned and maintained by the City.



## WHEN ARE PUBLIC IMPROVEMENTS REQUIRED?

The need for public improvements is typically identified during a pre-development meeting. Public improvements may be necessary when platting property or for a proposed development without adequate public facilities.

## WHAT KIND OF PLANS NEED TO BE SUBMITTED TO THE CITY IF PUBLIC IMPROVEMENTS ARE REQUIRED?

If public improvements are required, construction plans must be submitted to the City prior to an application for a Final Plat. Construction plans are signed and sealed by a registered professional engineer and consist of technical drawings and specifications of all public improvements necessary for the construction of the subdivision. The City Engineer is responsible for the final approval of construction plans. Prior to the submittal of construction plans, please refer to the [Construction Plan Submittal Requirements](#) and Section 3.12 of the City's UDC for more detailed information.

## WHAT IS PRELIMINARY ACCEPTANCE?

Construction inspections are supervised by the City Engineer and Public Works Department. When the City Engineer determines that public improvements have been installed in accordance with the approved construction plans, the developer may petition the City for preliminary acceptance of public improvements by completing [Part I of the "Developer Petition for Acceptance of Public Improvements"](#) providing 3 copies of the form to the City. Please refer to the petition and Section 20.3.11 of the City's UDC for documents required for submittal.

## WHAT IS FINAL ACCEPTANCE?

As of 2023, after 18 months from the date of preliminary acceptance in accordance with Part I, or when 90% of buildable lots within the development or unit of development have been developed, whichever point in time occurs last, the developer may petition the City for final acceptance of public improvements by completing [Part II of the "Developer Petition for Acceptance of Public Improvement"](#) providing 3 copies of the form to the City. Please refer to the petition and Section 20.3.11 of the City's UDC for documents required for submittal.

## IS THERE A PERFORMANCE, MAINTENANCE OR WARRANTY PERIOD REQUIRED FOR PUBLIC IMPROVEMENTS?

- **Plat Recordation & Construction of Improvements:** A performance bond can be filed in lieu of completing construction of required improvements prior to recording a plat. This should be equal to 125% of the estimated cost of completion of required public improvements for a length of time to be determined by the City Engineer.
- **Preliminary Acceptance:** A maintenance bond of 25%, with a minimum amount of \$25,000, of the costs of public improvements must be maintained for a period of 18 months after Preliminary Acceptance.
- **Final Acceptance:** A warranty bond of 10%, with a minimum amount of \$25,000, of the costs of public improvements must be maintained for a period of 18 months after Final Acceptance.

## WHERE DO I SUBMIT MY PLANS AND DOCUMENTS? WHERE DO I PAY THE REVIEW FEE?

Construction plans may be submitted online using the [My Government Online \(MGO\) portal](#). Any fees associated with your application can be paid online in the MGO portal.

Hard copies of the original signed and notarized developer petitions and bonds may be submitted in person during normal business hours or by mail to City of Cibolo, 200 South Main Street, Cibolo, TX 78108.



**We hope the Cibolo Development Guide has helped answer some of your questions or pointed you in the right direction for your project.**

**For all other inquiries or concerns, please contact the Planning Department.**

**Phone:** (210) 658-9900

**Email:** [planning@cibolotx.gov](mailto:planning@cibolotx.gov)

**Address:** 201 W Loop 539, Cibolo, TX 78108







Prepared By:  
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Department

