



Welcome and thank you for your interest in developing in Fredericksburg, Texas

The City of Fredericksburg's Development Services department's goal is to make the process clearer and easier to navigate, to provide answers to commonly asked questions, and to explain how these various steps and requirements are related to your project.

City staff can provide guidance and answer any additional questions should they arise. Contact information for key departments is also included in the package provided.

We look forward to working with you.

Development Services Department

A handwritten signature in blue ink, consisting of a stylized 'C' followed by a long horizontal line.

Cliff Cross, Director of Development Services



Development Process in Fredericksburg, Texas

1. Initial Planning and Research

- Attend a free DRC meeting where you will be able to ask questions of all members of city staff that could impact on your project. Held every Thursday in the afternoon, appointments are required.

2. Development Approval and Submission of Site Plan, Plat or zoning requests

- Process takes 30 to 45 days
- Submit applications to Development Services
- Obtain necessary board approvals and/or zoning approvals

3. Construction

- Submit for required building permits through MGO
- Process takes 45-60 days

4. Inspections and CO Handover

- Conduct all required inspections
 - After all departments have done their inspections, the building department will issue the Certificate of Occupancy
-



Zoning Application

City of Fredericksburg – Development Services Department

126 W. Main St, Fredericksburg, TX 78624

A. Project Information

Project Name: _____

Project Address: _____

Property Tax ID Numbers: _____

B. Application Type: [Appendix A – Fee Schedule](#)

Voluntary Annexation - \$750.00

Conditional Use Permit - \$500.00

Land Use Change - \$300.00

Zoning Change - \$600.00

Amendment to existing PUD - \$500.00

Creation of PUD - \$750.00

DRC Review Comments - \$250

❖ *All applicants will be charged the following fees for the required Public Hearing notifications.*

Public Hearing Newspaper - \$150.00

Public Hearing 200 ft notification letter - \$100.00

C. Applicant/Owner Information - Property Owner

Owner Name: _____

Owner Address: _____

Owner Phone Number: _____

Owner Email Address: _____

D. Applicant

Applicant Name: _____

Applicant Address: _____

Applicant Phone Number: _____

Applicant Email Address: _____

Applicant's Signature

I hereby certify that the information supplied with this application is true and correct, and that the paper and electronic copies of the materials submitted are consistent with each other, to the best of my knowledge. I also certify, if I am not the owner, that I have authorization from the owner to act on his/her behalf.

Signature: _____

Printed Name: _____

Staff Use Only Application Number: _____ Date: _____



CONDITIONAL USE PERMIT (CUP) CHECKLIST

This form and all required exhibits must be included with the Conditional Use Permit (CUP) application.

- Provide a brief description of the proposed use, including information pertinent to the review and evaluation criteria stated in [Section 7.131](#) in the form of a narrative.
- The site plan shall be drawn to scale, and include dimensions as necessary to show the following:
 - The date, scale, north point, title, name of owner and name of person preparing the Site Plan.
 - Zoning summary, including type, minimum and actual lot size, setbacks, maximum and actual building height, building coverage and impervious coverage. [Section 7.131](#)
 - Address and legal description of property [Section 7.131](#)
 - Show and dimension requested access to public roadways and provide plans for access Management. [Section 7.131](#)
 - The location of existing and proposed improvements including parking and loading areas, pedestrian and vehicular access and utility or service areas. [Section 7.131](#) The location of existing and proposed fencing and screening. [Section 7.940](#)
 - Location and size of existing and proposed streets and alleys [Section 7.131](#) dimension of boundary lines, easements, and required yards and setbacks of all existing and proposed buildings and land improvements and the height and intended use of existing and proposed buildings on site, and approximate locations of buildings on abutting sites within 50 [Section 7.131](#)
 - Proposed exterior lighting, including fixture type. [Article XV- Outdoor Lighting](#)
 - The number of existing and proposed parking and loading spaces, and a calculation of applicable minimum requirements. [Section 7.860](#)
 - Landscaping, including location, size, and species of existing trees on site, square footage of all proposed landscape areas. [Section 7.920](#) The location of signs. [Chapter 29](#)
 - Site plan showing response to [Sec. 5.460](#) including a narrative addressing the response.
 - Photos of all four sides of the property.
 - Provide existing and proposed topography and grading (5' minimum contour intervals), and erosion control measures. [Section 7.131](#)
 - Solid waste container, which requires screening. [Section 7.980](#)
 - Proposed and existing water, sewer and electric utilities. [Section 7.131](#)
 - Visibility triangle at street intersections and driveways. [Section 7.131](#)
 - Fire Lanes and fire hydrant. [Section 7.131](#)
 - Provisions for handicapped access. [Section 7.131](#)
- On sites affected by the 100-year floodplain, impervious coverage and building coverage are based on the area outside the floodplain. Provide calculations accordingly.
- Applicable Fee - **\$500** (1/1/2024)
- PDF copies emailed to jmusgrove@fbgtx.org

Note: Staff or the Planning and Zoning Commission may require modification of a Conditional Use Permit as a prerequisite for approval. [Sec. 5.460](#)

I hereby acknowledge that the items listed above are included with this submittal and that any items not included with this application will result in this application being deemed incomplete and returned without review or scheduled for the upcoming meeting dates.

Owner/Agent: _____

Date: _____

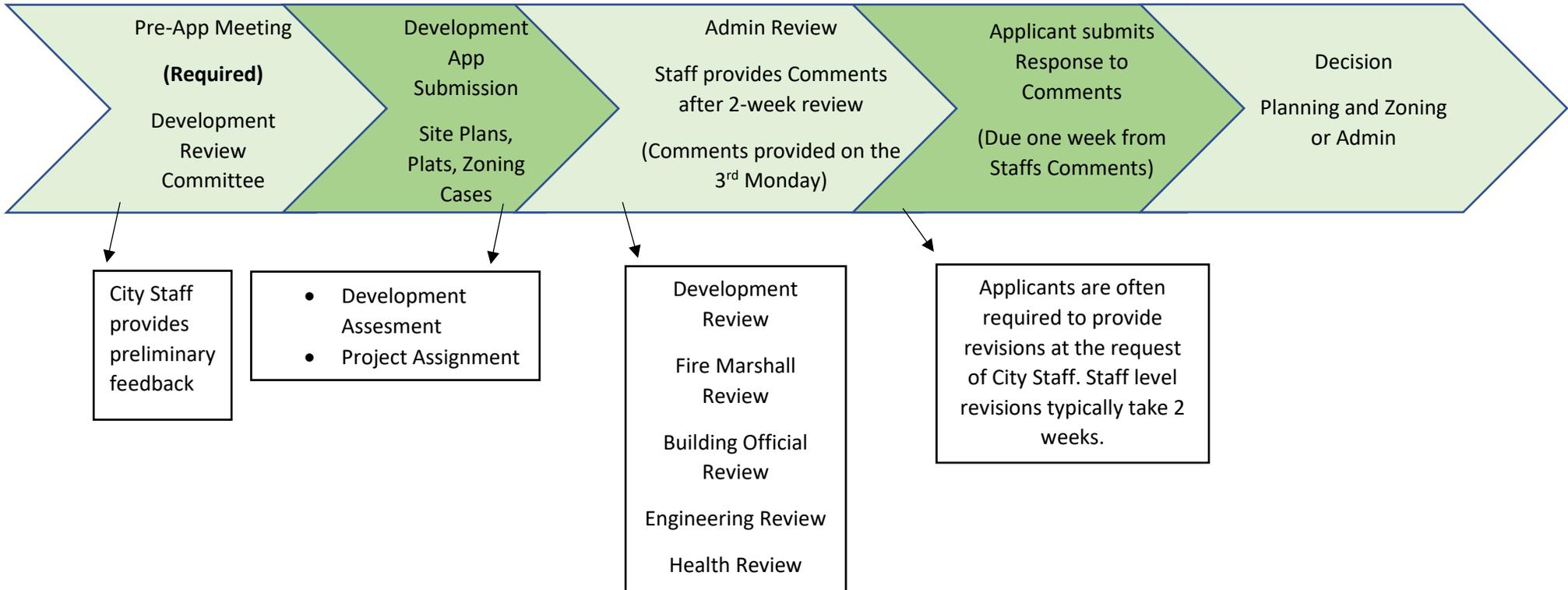
Printed Name: _____



City of Fredericksburg Development Review Committee Timeline

Process, timeline, and variables. Please be advised that every project is unique and may require additional review.

30 Day Timeline





DEVELOPMENT REVIEW COMMITTEE

CONTACT INFORMATION

City of Fredericksburg
 126 West Main Street
 Fredericksburg, TX 78624
 Phone (830)997-7521
 Fax (830)997-7521
www.fbgtx.org

NAME	DEPARTMENT	TITLE	PHONE	EMAIL
Cliff Cross	Development Services	Director of Development Services	830-990-2026	ccross@fbgtx.org
Susana Huerta	Development Services	Asst. Director of Development Services	830-990-2013	shuerta@fbgtx.org
Janet Musgrove	Development Services	Planner 1	830-990-2079	jmusgrove@fbgtx.org
Michael Erwin	Development Services	Building Official	830-990-2038	merwin@fbgtx.org
Jeanette Sanchez	Development Services	Building Services Coordinator	830-990-2056	permits@fbgtx.org
Evan Williamson, P.E.,	Engineering & Public Works	Assistant Director of Public Works and Utilities	830-990-2009	ewilliamson@fbgtx.org
Sibyl Deckard, P.E.	Engineering & Public Works	Staff Engineer	830-997-7521	sdeckard@fbgtx.org
Tim Lehmborg	Economic Development (EDC)	Director of EDC	830-997-6523	edc@fbgtx.org
Reagan Rabke	Fire Department	Fire Marshal	830-990-2024	rrabke@fbgtx.org
Kelli Olfers, R.S.	Gillespie County Health Division	Director of Gillespie County Health	830-997-7521	kolfers@fbgtx.org
Melissa Eckert, P.E., CFM	Gillespie County	County Engineer	830-307-6196	meckert@gillespiecounty.org
Sheryl Sutton	Gillespie Country	Sanitation/Floodplain Designated Representative	830-997-8191	ossf@gillespiecounty.org
Paul Babb	Underground Water Conservation	General Manager	830-997-4472	hcuwcd@austin.rr.com
Brad Phipps	Texas Department of Transportation	Assistant Supervisor Fredericksburg Maintenance	830-997-4361	brad.phipps@txdot.gov

The Development Review Committee is a service offered by the City of Fredericksburg and allows for an opportunity for citizens to discuss potential development projects with a committee assembled from multiple development-related City divisions.