



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 509**
Owner-Initiated Plat Vacation

DATE: March 19, 2007/*Revised August 1, 2014*

CREATED BY: Land Development Division/Land Entitlements Section

Purpose:

As a customer service initiative, the Development Services Department (DSD) created this **revised** bulletin to update Information Bulletin (IB) 509 on the owner-initiated plat vacation. This bulletin has been updated to incorporate the department's new format for Information Bulletins.

Scope:

Effective April 19, 2007, all vacating declarations will be required to comply with all applicable provisions of the V.T.C.A. Local Government Code §212.013 and Unified Development Code (UDC) §35-439. These provisions require a vacating declaration instrument to:

1. Be signed and acknowledged by the owner of the property being vacated in whole before any lot in the plat is sold; and
2. Be signed and acknowledged by all owners in the plat of the property being vacated in part after any lot has been sold, and
3. Be approved, conditionally approved or disapproved by the Planning Commission as applicable after a public hearing on the matter at which parties in interest and citizens have an opportunity to be heard.

The provisions of this section establish a process for approving the elimination of a plat, in whole or in part.

Procedures

1. A plat application with applicable fees, one full size copy and one 8.5"x11" reduction of the original plat showing area to be vacated highlighted, Vacating Declaration form endorsed by all property owners of lots shown on the original plat, and four full size copies of the resubdivision plat proposal if processing a Vacating Declaration in conjunction with a resubdivision plat; a plat identification number will be issued.
2. A Completeness package is submitted to all certifying agencies and Request for Review forms to the reviewing agencies for completeness.

3. A Plat Approval Completeness package is submitted and if deemed complete will be placed on the next available Planning Commission agenda for approval.

Vacating Declaration Package Contents

1. Letters of Certification from DSD, San Antonio Water Services, City Public Services, Parks and Recreation, Office of Historic Preservation and respective County if applicable.
2. Request for Review Approvals from AT&T, Time Warner Cable System, and, if applicable, other agencies: SARA, EastPoint and Real Estate, TxDot, and/or Aviation.
3. Original Vacating Declaration endorsed by all property owners of lots shown on the original plat and notarized.
4. Tax Certificates: City, County, School

Should you have any question concerning this process, please contact the Land Entitlements Section at (210) 207-1111.

Summary:

This Information Bulletin is for informational purposes only.

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