



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 510**
Legal Description Guidelines

DATE: February 9, 2007/*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) 510 on legal description guidelines. This bulletin has been updated to incorporate the department's new format for Information Bulletins.

This IB is to establish policy and guidelines for assigning Legal Descriptions within Bexar County and the jurisdiction of the City of San Antonio. This Information Bulletin will be reviewed annually to ensure the quality and accountability of this department.

Scope:

Development Services, Land Development, Geographic Information Systems (GIS) staff assign legal descriptions within the boundaries of Bexar County, city limits of San Antonio and ETJ. At present, all unincorporated cities provide legal descriptions for properties within their city limits.

The primary purpose of a legal description is to describe a particular parcel of land in a way that uniquely describes only the subject parcel, without doubt. It is also important that the legal description survive through time, or be composed in such a way that the legal description is not duplicated.

Guidelines

A Legal Description database will be maintained by this department. This database is comprised of New City Block (NCB) or County Block (CB), block number, lot number, subdivision name, plat number, consultant, approval and pending dates and any comment necessary. This data management is in use to ensure that no information is lost through negligent handling of records from a file, that all information is properly supplemented and up-to-date, and that all information is easily accessible.

Because of the numerous subdivisions within an NCB/CB, the civil engineer / consultant will be required to provide this department a current PUD Plan, POADP, MDP, the overall

picture of the lot and block layout that we may reserve the proper amount of blocks and the proper NCB / CB prior to the completeness review from this department. It is understandable that changes will occur during the process of submitting additional units or phases and as these changes occur it is imperative that this department is kept up to date with the changes.

Review process

The Open Reviews Report will be the primary review check list for major and minor plats and will be worked prior to any incoming plat review. Major plats on this report must be reviewed within ten working days of receipt, and minor plats are to be reviewed the same day of receipt.

All plats are filtered through Land Development Department. Any plats forwarded to this department are logged in and reviewed according to the type of request for review.

A request for review package whether previously reviewed or not will consist of two copies of the paper plat, and a digital copy. One copy is maintained by this office and the second copy is forwarded to GIS mapping with the digital. If this is to be completed electronically the primary review must be submitted in the in the normal fashion (distributed through Land Development) in addition a Portable Document Format (PDF) file is to be submitted that we may complete a redline and return electronically by email. The final review will always consist of two paper copies, digital and PDF file.

Plat review for legal description can be completed electronically through this department. If this is to be completed electronically the primary review must be submitted in the normal fashion (distributed through Land Development) in addition a plat in Portable Document Format (PDF) file is to be submitted that we may complete a redline and return electronically by email. The final review will always consist of two paper copies, a digital, and a PDF file.

Reviews by this department are traced and recorded through the Plat Tracking System under the Agency Plat Status 410 command for TAX agency as approved (APR) or waiting for approval (WRV) and the date of the incidence and any notes to the plat owner.

Major plats are compared to the MDP, the GIS base maps, and the Legal Description database to determine what NCB/CB, block number, and lot numbers have been reserved or put in place. If any of the above mentioned components are missing a delay may occur in the review process. All discrepancies will be redlined and returned to the plat owner for corrections.

Approved plats scheduled for recordation will be reviewed first thing on the date scheduled for recordation as a courtesy to the applicant. Plat/folders will be identified with Volume and Page after recordation and stored in preparation for disposal at the scheduled time frame.

Legal Description

Lot - A plot of land, usually a division of a larger area.

A lot is a buildable area. All lots must front on a public street; a minimum of 20 feet of frontage is required. Lot numbers are assigned consecutive starting with the number 1. If it is a

continuation of a previous unit or phase and in the same block the numbering will continue from the previous abutting plat.

Block – *A block is bordered by streets or separated by a drainage easement.*
The number of blocks within an NCB or CB.

NCB/CB – a collection of parcels and blocks in a certain area of town. A four or five digit number assigned to a particular area of town.

Easement - *1. Limited right of use of property. 2. An interest in land owned by another that entitles its holder to a specific limited use or enjoyment; also: an area of land covered by an easement. 3. LAW a limited right to make use of a property owned by another, for example, an access across the property.*

All non-buildable lots and lots with uninhabitable improvements will be identified with a 900 series lot number. Private streets will be identified with the lot number 999, no block number and the NCB/CB it is located in. Any and all lots i.e. Open Space, Greenbelt, Street Scape...that continue from one unit to another within the same block will be identified with the same lot number.

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Annexation

During the limited annexation period all plats are to be identified and maintained separate from the regular process in preparation of annexation. Thirty days prior to the Annexation, all active plats within the proposed annexation that have not been approved by the Planning Commission are to be identified with the NCB for that area. All engineers/consultants are to be notified of the timeframe that the plat/Mylar be corrected prior to recordation.

Summary:

This Information Bulletin is for informational purposes only.

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