



FORMAL APPLICATION FOR ACCESSORY DWELLING

This form must be signed, notarized, and recorded at the Bexar County Clerks Office Records Division located at 101 W. Nueva St., Suite 103, San Antonio, Texas 78205. Fees will apply. Please call 210-335-2581 for hours and fee amounts.

Print or Type

Date of Application _____

Name of Property Owner _____

Address _____

Telephone _____ Email _____

Location of property where dwelling is requested, described according to the subdivision plat filed at the Bexar County Clerks Office Records Division, 101 W. Nueva St., Suite 103, San Antonio Texas 78205.

Lot(s) _____ Block _____ NCB _____

Address of subject property _____

Are there deed restrictions that would prohibit an accessory dwelling use? _____ Yes _____ No

Proof of residency? (attach copy) _____ Voter registration _____ Vehicle registration _____ Driver's license
_____ Other: _____

Covenants attached? _____ Yes _____ No (application may not be processed without recorded covenants)

The property owner, which shall include title holders and contract purchasers, must occupy either the principal unit or the Accessory Dwelling as their permanent residence, and shall at no time receive rent for the owner-occupied unit. "Owner occupancy" means a property owner, as reflected in title records, makes his or her legal residence at the site, as evidenced by voter registration, vehicle registration, or similar means. The property owner shall sign an affidavit before a notary public affirming that the owner occupies either the main building or the Accessory Dwelling. The applicant shall provide a covenant suitable for recording with the County Recorder, providing notice to future owners or long term leasers of the subject lot that the existence of the accessory dwelling unit is predicated upon the occupancy of either the accessory dwelling or the principal dwelling by the person to whom the certificate of occupancy has been issued. The covenant shall also require any owner of the property to notify a prospective buyer of the limitations of this Section and to provide for the removal of improvements added to convert the premises to an accessory dwelling and the restoration of the site to a single family dwelling in the event that any condition of approval is violated.

I, _____, do solemnly affirm that I am the property owner of the above referenced address and that I occupy either the main residence or the accessory dwelling.

Signature of Affiant

Sworn to and subscribed before me on this _____ day of _____, 20__.

Notary public signature