

# Rights Determination (Record ID LAND-RD-\$\$\$Y\$\$-\$\$\$SEQ06\$\$) Information Sheet

## Application Description

The Rights Determination process allows an applicant to complete a project under the rules that were in place when the project was originally initiated. The applicant must demonstrate progress on the project every five years.

## New Workflow Process

**Application Intake:** Applications can be submitted on-line or in-person to DSD Land Entitlement In-Take Staff. Once applicant successfully submits application and pays the required base fees, BuildSA will generate the following tasks:

### **Completeness Review Task:**

- The Completeness Review Task is automatically “completed” if all required documents are uploaded on-line.
- If the application is submitted via hardcopy, [Land Entitlement Staff](#) enters the application online. [Land Entitlement Staff](#) scans/uploads the hard copies to BuildSA and generates an invoice for customer. After customer pays fees, the assigned [Land Entitlement Planner](#) will review the application and supporting documentation for completeness.
- This task is assigned to [Land Entitlement Planner](#) in round robin fashion. This same staff member reviews the application for completeness.
  - If complete, [Land Entitlement Planner](#) will update the task status to “Completed” and initiate the Technical Review Task.
  - If incomplete, [Land Entitlement Planner](#) will select at least 1 deficiency and update the task status to “Additional Information Required”*IMPORTANT: If there is an outstanding balance on the application, [Land Entitlement Planner](#) will not be able to update the task to “Completed.”*

**Performance Goal - 5 Business Days**

### **Technical Review Task:**

- This task is assigned to the same [Land Entitlement Planner](#) that performed the Completeness Review.
  - If information is required, [Land Entitlement Planner](#) will select at least 1 deficiency and update the Task Status to “Additional Information Required”
- [Land Entitlement Planner](#) will perform this review and validate the following fields and update BuildSA as needed:
  - *Actual* Type of Rights of Determination
  - *Actual* Unit Type
  - *Actual* Number of Buildings
  - *Actual* Number of Residential Units
  - *Actual* Square Footage of Buildings
  - *Actual* Acreage
  - *Specify* if Mixed Use
- When the Technical Review is complete, [Land Entitlement Planner](#) will update the task status to “Approved”, “Approved with Conditions” or “Denied.”
- Updating the task status to “Approved, Approved with Conditions or Denied” will close this task and move the application to the Final Decision Task.  
*IMPORTANT: If there is an outstanding balance on the application, [Land Entitlement Planner](#) will not be able to update the task to “Completed.”*

**Performance Goal - 20 Business Days (after Completeness Review is approved)**

### **Final Decision Task:**

- [Land Entitlement Planner](#) completes this task. When this task is complete, BuildSA will generate a final decision notification to the customer.
  - If missing information is required, [Land Entitlement Planner](#) will select at least one deficiency and update the status to “Additional Information Required”

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## Additional Notes

- There is a separate application for Consent Agreement.
- Associated record types include: Withdrawal/Refund and Add/Remove Contact.
- Associated ad hoc task includes: Appeal to Planning Commission, Appeal to City Council.
- This application is not subject to the 3% DSD and 3% Technology Surcharges.

## Fees

Fees are generated by BuildSA based on business rules. All base fees must be paid before completeness review.

**The following base fees are calculated by BuildSA based on the type of Rights Determination requested. The applicant must pay these applicable fees when the application is submitted:**

- |  |            |
|--|------------|
| • Rights Determination – Homestead                           | \$200.00   |
| • Rights Determination - Residential                         | \$1,000.00 |
| • Rights Determination - Non-Residential                     | \$1,000.00 |
| • Rights Determination - Abbreviated Staff Review            | \$700.00   |
| • Land Development Convenience Fee (if not submitted online) | \$10.00    |

**The following fees are manually inserted by [Land Entitlement Planner](#):**

- |   |               |
|---|---------------|
| • Rights Determination Appeal                               | \$500.00      |
| • Rights Determination Appeal to City Council               | \$500.00      |
| • Special Request Fee                                       | \$250.00      |
| • Rights Determination - Validation (Non-Residential)       | \$250.00      |
| • Rights Determination - Validation (Residential) (per lot) | \$35.00       |
| • Rights Determination                                      | Manual Amount |

## Required Documents

**The following documents are required with the application based on the responses the applicant provides on the application:**

- **Permit Contracts** – Only required if the applicant provides a description of the purpose for each expenditure or obligation incurred.
- **Utility Service Agreement** – Only required if the applicant provided USA information.
- **Master Development Plan** – Only required if the applicant provided MPD information.
- **PUD Plan** - Only required if the applicant provided PUD information.
- **Plat Application** - Only required if the applicant provided plat information.
- **Approved Plat** - Only required if the applicant provided approved/recorded plat information.
- **Recorded Plat** - Only required if the applicant provided approved/recorded plat information.
- **Other Supporting Documentation** - Only required if applicant provided other permit information.
- **Original Application** – Only required if applicant submitted hardcopy (uploaded by DSD Staff)

**The following documents are optional:**

- Building Permit
- Site Plan
- Aerial
- Cover Letter
- Copy of Rights Determination Letter

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## What's Changing?

### **General:**

- Existing following hard copy application for Rights Determination will need to be updated.
  - [Right Determination/Consent Agreement Application](#)
- Please verify if Information Bulletins or any other Rights Determination related applications also may require updating.
- DSD website content/documents may also require updates. Need to verify.
- In BuildSA, Rights Determination will now be its own application and separate from consent agreement. Currently use the same hard copy application.
- If customer submits hard copy application Land Entitlement Staff will be required to scan and upload hard copies.
- This record type is combined with a consent agreement and referenced as a child record.

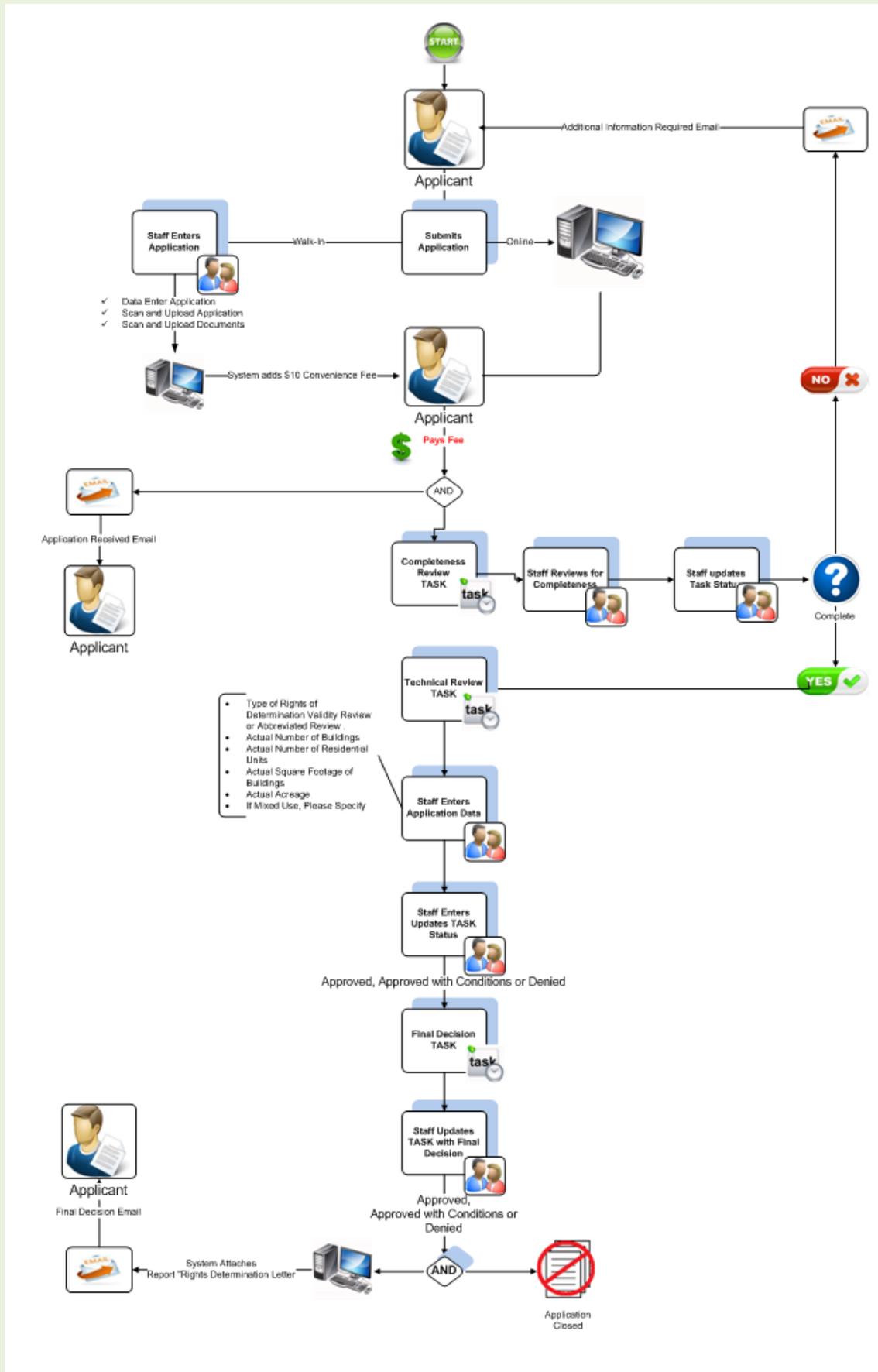
### **Manual processes:**

*Abbreviated Reviews:* If determined that this application has been submitted before, DSD Staff will select the option for an abbreviated review during their technical review. This option can only be selected by DSD staff since the field will not be available for the customer to select. If the customer pays the full review fee, staff will issue a refund for the extra \$300 or it can be added to escrow.

*Appeals (City Council and Planning Commission):* Since these are ad hoc applications, staff will need to manually create ad hoc task in BuildSA and charge fees accordingly. This is different than the way it is managed today.

*Military Notifications* –DSD Staff will be required to trigger notification to military contacts (if within notification their specific boundaries).

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## Email Notices

### Rights Determination Communications

Notice Type:	Trigger Event:	Sent To:	Subject Line:	Message Content
Additional Information Required	Sent when Staff update any Task to "Additional Information Required" with at least 1 difency reason and/or comment.	All contacts with e-mail addresses	<AGENCY NAME> has Requested Additional Information for <RECORD TYPE> - <RECORD ID>	<p>Greetings,</p> <p>&lt;AGENCY NAME&gt; has reviewed your application on &lt;WORKFLOW STATUS DATE&gt;. In order to continue processing your request, we will need the following item(s):</p> <p>&lt;TASKSPECIFICINFO&gt;</p> <p>For your convenience you may submit these items on-line &lt;ACAURL&gt;.</p> <p>Please contact the assigned reviewer from &lt;AGENCY NAME&gt;, &lt;REVIEWER NAME&gt;, &lt;REVIEWER EMAIL&gt;, with any questions or comments.</p> <p>Thank you for your business.</p> <p>Sincerely,</p> <p>Development Services Department</p> <p>Partnering with our community to build and maintain a safer San Antonio.</p>
Application Received	Sent when the Applicant has submitted their application and paid their base fees.	All contacts with e-mail addresses	Receipt Confirmation for <RECORD TYPE> - <RECORD ID>	<p>Greetings,</p> <p>This email confirms that the City of San Antonio has received your application for &lt;RECORD TYPE&gt; - &lt;RECORD D&gt;.</p> <p>For your convenience, you may track the progress of your application on-line at &lt;ACAURL&gt;.</p> <p>Thank you for your business.</p> <p>Sincerely,</p> <p>Development Services Department</p> <p>Partnering with our community to build and maintain a safer San Antonio.</p> <p>Please take a moment and tell us how we are doing by taking our survey.</p>
Application Final Decision	Sent when Staff updates the Director Consideration or Planning Commission Meeting Task to "Approved" "Approved with Conditions" or "Denied".	All Contacts with E-mail Addresses and Reviewing Agencies	Notification Results for <RECORD TYPE> - <RECORD ID>	<p>Greetings,</p> <p>Development Services has reviewed your &lt;RECORD TYPE&gt; - &lt;RECORD ID&gt; application.</p> <p>Your request was &lt;recordstatus&gt;.</p> <p>Please contact the assigned reviewer &lt;AGENCY NAME&gt; &lt;CASE MANAGER NAME&gt; &lt;CASE MANAGER EMAIL&gt; with any questions or comments.</p> <p>Thank you for your business.</p> <p>Sincerely,</p> <p>Development Services Department</p> <p>Partnering with our community to build and maintain a safer San Antonio.</p> <p>Please take a moment and tell us how we are doing by taking our survey.</p>