



CITY OF SAN ANTONIO

DEPARTMENT OF DEVELOPMENT SERVICES

TO: All Development Services Department Customers

SUBJECT: **INFORMATION BULLETIN # 507**
Plat Deferral Requirements

DATE: December 15, 2006

The city's Unified Development Code (UDC) <http://www.sanantonio.gov/dsd/udc.asp> provides the Planning Commission the ability to grant plat deferrals for qualified projects in order to allow for temporary building permits and/or utility service prior to plat approval and recordation. Please refer to Article IV – Section 35-434 for the specific conditions for which a plat deferral can be granted. Such conditions include, but are not limited to, minor plats that are not located within the floodplain, the Edwards Recharge Zone District, or within a PUD plan, and are not contingent upon a zoning change or need a variance.

Procedures

1. A plat application with applicable fees is submitted; a plat identification number will be issued.
2. A Request for Review with a blue line copy of the plat is to be directly routed to the following three (3) review agencies: Drainage, TIA/Traffic, and Streets. If the property is located adjacent to TXDOT right-of-way, the deferral will need TXDOT review. Please note a drainage study may be required upon request.
3. The Deferral Package is submitted to the Case Manager and reviewed for completeness. If complete, staff will schedule the item for the next available Planning Commission meeting.
4. If granted, the time period for the deferral shall be not exceed one hundred eighty (180) days commencing from the date of plat deferral approval. By the end of this time period, a complete plat package must be filed with the Planning Commission. Failure to submit will result in the termination of utility service and/or the revocation of the building permit.

Deferral Package Contents

1. Request for Review Approvals from Drainage, TIA/Traffic, and Streets
2. Two (2) blue lines
3. Two (2) 8.5"x11" reductions of plat
4. Completed engineer/surveyor certification sheet with signature and seal
5. Affidavit of fact and waiver of rights signed by landowner/developer notarized
 - o A letter outlining the basis for the deferral request and the **consequences** if the request is denied

If you have any questions regarding the plat deferral procedure, please contact a Subdivisions Section representative at 207-0121.