



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 533**
Building Setback Line Plat Process

DATE: December 20, 2007/*Revised February 22, 2011/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 this Information Bulletin (IB) 533 on the building setback line plat process. This bulletin has been updated to incorporate the department's new format for Information Bulletins.

Scope:

Section 35-431(c) has been revised to allow for a Building Setback Line (BSL) Plat. This replat process is solely to remove or change a building setback line that is more restrictive than the applicable zoning. The replat is reviewed only by DSD, Land Entitlement Section and must be considered by the Director of Development Services or the Planning Commission. This process shall comply with all provisions of Chapter 212 of the Texas Local Government Code requiring a public hearing if applicable. A vacate and re-subdivision is still an option. It is noted that if the replat lies within the City of San Antonio's Extra Territorial Jurisdiction, submittal requirements to that entity and applicable fees will also be assessed.

MINIMUM REQUIRED ITEMS:

- A base filing fee to get a plat number for this process is \$200.00.
- A recordation fee of \$82.00 per mylar.
- A recordation handling fee of \$50.00.

Initial Submittal for plat identification number:

- Application; one (1) original and six (6) copies.
- Fees, as noted above.

- Two prints of the proposed replat.
- A digital file.

Completeness Package:

- Completeness Review for Letters of Certification Form.
- Four prints. Review will be conducted by DSD only; Land Entitlement sub-reviewer, which will ensure conformance with setbacks required by the base zoning.
- It is noted that the minor clock will apply, and a Letter of Certification issued by DSD when the replat is approved.

Final Package:

- Plat Approval I Completeness Review Form

The final package will consist of:

- Letter of Certification from DSD,
- Letter of Certification from County if applicable,
- one original mylar,
- 11 prints
- 8 ½ X 11 Reduction of plat,
- Original Tax Certificates,
- If the property is limited to single family/duplex use, within the preceding five years, either by zoning, deed restriction or notation on the preceding plat, the following items will be required:
 - Written notice of intent to file for public hearing,
 - Adherence to public hearing deadline,
 - Certified list of names and addresses of property owners within a 200' radius of the area proposed to be replatted; notice to property owners is not required outside the 200' radius nor to property owners within the 200' radius that have been replatted,
 - Bexar Appraisal map outlining area to be replatted with a 200' radius,
 - One full size copy of the original plat,
 - If a property within the 200' notification area has been replatted, evidence of such recorded document must be submitted.

Plat Details:

- The plat must be titled BSL Plat,
- The plat will have a before and after picture,
- The before picture will show the area being replatted and titled “Are Being Replatted”, “Area Being Replatted Through a Public Hearing” or

“Area Being Replatted Through a Public Hearing with Written Notification”, as applicable, and land source referenced with volume and page,

- If applicable, Certification Form P, Q or O is required and should be located as close to the before picture as possible,
- The after picture will be titled BSL Plat of (Previous Plat Name),
- The description of the after picture will mention the replat is for the purpose of removing or changing the building setback (ex: from _____ to _____, etc.).

Approval Process:

- Minor plats (four or fewer lots) and that are not restricted to single family/duplex use, within the preceding five years, either by zoning, deed restriction or notation on the preceding plat can be approved administratively by the Director of DSD.
- Major plats (five or greater lots) and restricted to single family/duplex use, within the preceding five years, either by zoning, deed restriction or notation on the preceding plat must be approved by the Planning Commission.

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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