



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 537**  
Street Renaming Public Hearing Fee

DATE: July 25, 2011/*Revised August 1, 2014*

CREATED BY: Land Development Division /Land Entitlements Section

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**Purpose:**

As a customer service initiative, the Development Services Department (DSD) created this **revised** bulletin to update Information Bulletin (IB) 537 to describe and clarify the fees associated with a request for a street name change. This bulletin has been updated to incorporate the department's new format for Information Bulletins.

**Scope:**

The City of San Antonio Code of Ordinances, Part II Codes, Chapter 6 Building, Article XVI titled "Naming of City Facilities and Street Names" outlines the procedures associated with changing the name of City Facility and Streets as adopted by City Council. Section 6-674(b)(2) and Section 6-677 provides specific details associated with the application and the applicable fees, which includes the requirement for an application processing fee, cost associated with a public hearing, and cost associated with manufacturing and replacing street signs. The estimated fee for public hearing is intended to be site specific and is designed to capture the actual cost associated with the scope of the applicant's requests. Section 6-676 states that these fees are part of the application process and shall be submitted, prior to an application being deemed complete.

To differentiate between streets with many property owners and streets with a limited number of property owners, staff established a per property/lot/parcel fee that reflects the actual cost, based on the number of notices that would be mailed as the application moves through the review process. Staff then evaluated the anticipated tangible cost which includes:

\$0.01 paper cost  
\$0.03 envelope cost  
\$0.10 reproduction  
\$0.42 postage  
\$0.56 subtotal (times 3 - once for each mail out) = \$1.68  
\$2.50 staff time (\$15.00 per hour with six verifications per hour)  
\$0.32 incidental management time  
\$4.50

Based on the above analysis, the public hearing fee will be \$4.50 per property. This fee is based on current cost and is subject to changed.

Should you have any questions regarding this process, please contact Donna Camacho, Sr. Planner at (210) 207-5016.

**Summary:**

This Information Bulletin is for informational purposes only.

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