



CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT
P.O. BOX 839966 | SAN ANTONIO TEXAS 78283-3966



TO: Development Services Customers

SUBJECT: Information Bulletin 556
Land Entitlements Refund Policy for Master Development Plans, Planned Unit Development, and Rights Determination

DATE: May 29, 2015

CREATED BY: Land Development/Land Entitlements Section

Purpose:

As a customer service initiative, the Department created this Information Bulletin (*IB*) to inform customers of the refund process for Master Development Plans, Planned Unit Development, and Rights Determination.

Scope:

To request a refund, please follow the steps below:

1. Submit a letter to Land Entitlements that explains the reason for the requested refund
2. Provide documents supporting the refund request
3. Pay applicable Refund Fee as per Appendix C, Section 35-C102 of the Unified Development Code
4. Request must be made prior to final application approval.

Refunds may be issued for the following scenarios:

1. Overpayment of application fees
2. Calculation error
3. Application is withdrawn by applicant prior to beginning Technical Review
4. Application is outside of our jurisdiction or moved from one jurisdiction to another due to City Council Action

Refunds are not issued for the following scenarios:

1. Expired Application
2. Application is Denied
3. Approved Applications
4. Paid fees are not transferrable to other applications

Please note that it is the applicant's responsibility to ensure all applicable fees are correct and paid for in accordance with the UDC.

Summary:

This IB is intended to inform customers of the refund process and is for informational purposes only. Should you have any questions please contact Land Entitlements Sections at (210) 207-1111.

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