



CITY OF SAN ANTONIO  
DEVELOPMENT SERVICES DEPARTMENT

**REQUEST FOR A SPECIAL EXCEPTION**  
to the  
**SAN ANTONIO BOARD OF ADJUSTMENT**  
for a  
**FENCE HEIGHT MODIFICATION**

**CITY OF SAN ANTONIO**  
**COUNTY OF BEXAR**  
**STATE OF TEXAS**

**TO THE HONORABLE BOARD OF ADJUSTMENT:**

Property Description (Attach field notes if necessary):

Lot \_\_\_\_\_

Block \_\_\_\_\_

NCB \_\_\_\_\_

Zoning \_\_\_\_\_

Property Address: \_\_\_\_\_

The Applicant, \_\_\_\_\_, of \_\_\_\_\_ County, requests the San Antonio Board of Adjustment consider a special exception to allow a fence height modification at the property identified above, pursuant to Section 35-399.04 of the Unified Development Code (UDC).

**Items Required:**

- Completed Application
- Authorization Page
- Required Acknowledgements
- Property Deed
- Site Plan
- Fence Plan
- Application Fee (\$400.00 for Homestead Exemption; \$600 for Non-Homestead Exemption)

## UDC Requirements

**In order to be considered as a special exception rather than a variance, the following criteria, outlined in the UDC, must be met as described in Section 35-399.04. Please initial each item below, indicating you understand and accept these requirements.**

- \_\_\_\_\_ (1) Application for a Special Exception for a fence height shall be filed by the owner or authorized agent with the Department of Development Services.
- \_\_\_\_\_ (2) A site plan drawn to scale shall be submitted with the application indicating the size, design, construction materials and location of the fence on the property.
- \_\_\_\_\_ (3) The fence shall be erected within the fence clear vision area designated by Section 35-514(a)(2).
- \_\_\_\_\_ (4) The tallest element of the fence shall not exceed eight (8) feet in height on residentially zoned properties or nine (9) feet in height for commercially and industrially zoned properties, as measured from the grade on the outside of the fence. For the purposes of this condition, the tallest element shall include the top of any column, pillar or post, but shall not include any fixtures or other decorative features attached to the top of any columns, pillars or posts.
- \_\_\_\_\_ (5) If the property is zoned history, is located within a historic district, or is designated as a historic landmark, the design of the fence must be approved by the Historic Preservation Office (or their designee) prior to the granted of the requested special exception.
- \_\_\_\_\_ (6) If the property is located within a Neighborhood Conservation District or Corridor Overlay District, the design of the fence must meet all requirements for that district in order to be considered for a special exception
- \_\_\_\_\_ (7) The applicant shall comply with all other applicable codes and ordinances, including engineering requirements, as applicable.

Please also note:

- \* In granting a Special Exception for a fence height modification, the Board of Adjustment may require the fence conform to such other conditions as the Board may deem necessary to protect the character of the zoning district and neighborhood in which the lot is located.
- \* In granting a Special Exception for a fence height modification, the Board of Adjustment shall take into account the size and scale of the fence as it would relate to the scale of the neighborhood.
- \* To be granted a request for a Special Exception, the request must meet the conditions set forth in Section 35-482(h) of the UDC.
- \* If a Special Exception for a fence height modification is approved by the Board of Adjustment, the applicant/property owner shall secure all necessary permits prior to erecting the fence.



## **Required Acknowledgements**

Please read the following statements carefully and initial on the respective line. By placing your initials next to the statements below, you, **the property owner**, are stating that you agree with and will abide by these requirements (please initial acknowledging adherence).

### **Initial**

\_\_\_\_\_ By filing this request for a variance, I understand that any construction that requires said variance shall cease until such time that the variance is approved, if applicable. Should the Board of Adjustment deny the request, I may pursue an appeal or bring my property into compliance in accordance with any and all City codes **within 30 days**.

\_\_\_\_\_ I understand that prior to the hearing of this case by the Board of Adjustment, staff will conduct a thorough site visit in order to take photographs of the property for use at the public hearing. This site visit may necessitate complete access to the subject property. Staff will make a reasonable attempt to contact the property owner 24 hours prior to visiting the site. I understand that it is my responsibility to ensure that conditions at the subject site will not create a hindrance to city staff. If site conditions are not conducive to staff completing the necessary task during the site visit, your case may be delayed.

\_\_\_\_\_ Any exhibits submitted by the applicant (audio, visual, document, or otherwise) must be submitted to staff at least 24 hours prior to the public hearing and must be made part of the official record and will not be returned.

\_\_\_\_\_ Refunds will be issued in accordance with the department cash handling policy and will be subject to a \$100 processing fee. This fee is charged for all refund requests. Refunds may only be issued if request is submitted prior to the case being published in a newspaper of general circulation.

\_\_\_\_\_ In case of conflict, the English version of all documentation will govern. You acknowledge receipt of this application written in the English language, with the Spanish language text where applicable, and the important terms herein. Some future correspondence may only be available/provided in English. **(En caso de un conflicto de interpretación, la versión en inglés de toda documentación gobernará. Usted reconoce el recibo de esta solicitud escrita en el idioma inglés, con texto en español donde aplica y de los terminos importantes. Algúna correspondencia futura podría ser disponible/proveado a solamente en inglés.)**

**Language interpreters are available and must be requested 48 hours prior to the meeting. For more information or to request an interpreter, call Kristie Flores at (210) 207-5876.**

**Hay servicios de traducción simulatánea disponibles. Estos servicios deben ser pedidos con 48 horas de anticipación. Para más información o para servicios de traducción, Kristie Flores al (210) 207-5876.**