



## General Information and Application Instructions

Property owners requesting a plan amendment and/or change in zoning for their property must complete and submit this application to the Zoning Section office. Planners in the Zoning Section will perform a completeness review to ensure the submitted application is complete and all additional required documents are provided. **Any inaccurate or incomplete information provided by the applicant or agent may cause the application to be returned to the applicant and/or delay the scheduled hearing dates.**

Additionally, we encourage applicants to submit applications in-person. **Applications submitted by mail or courier that subsequently are deemed incomplete, shall be returned to the applicant along with all accompanying payments, in accordance with the City of San Antonio's cash-handling policy.** Applications will not be accepted via fax or email.

We encourage ALL applicants to speak with a Planner in the Zoning Section prior to completing and submitting this application. Such conversations can aid the applicant in determining Comprehensive Plan information, the zoning required for a proposed use, associated fees, possible timelines and other additional requirements that may arise during the application process.

### THE PLAN AMENDMENT and REZONING PROCESS

The plan amendment and rezoning processes takes approximately 2 months each, but can be completed concurrently. Cases that require additional review from other organizations or city departments can require additional processing time.

- All applications for property located within a neighborhood, community, perimeter or sector plan shall be reviewed by a Planner in the Zoning Section. If the proposed zoning request is inconsistent with the land use element of a plan, a Plan Amendment shall be required before the zoning case may be heard by City Council.
- All applications for property located within the Edwards Recharge Zone Overlay District (ERZD) shall be reviewed by [San Antonio Water Systems \(SAWS\)](#). Public hearings for cases within the ERZD will be scheduled once a Site Investigation Report is received from SAWS.
- All applications for property located within the Airport Awareness Zones (within 3 miles of the San Antonio International Airport or within 1.5 miles of the Stinson Municipal Airport) shall be reviewed by the [Aviation Department](#).
- All applications for property located within the Military Airport Overlay Zone (MAOZ) shall be reviewed by the Lackland Air Force Base (per I.B. 546).
- Consideration of applications for property located within a River Improvement Overlay District (RIO) must follow the guidelines and standards as adopted by the Historic and Design Review Commission, Planning Commission, River Commission, and Zoning Commission.
- All applications for property located within a Historic District, and all applications resulting in the demolition of a structure, shall be reviewed by the City's [Office of Historic Preservation](#).
- All applications for property within the Camp Bullis Awareness Zone (located within 5 miles of Camp Bullis) shall be reviewed by the City's Office of Military Affairs, Ft. Sam Houston and the military (per I.B. 518).
- Adopted land use designations and current zoning can be viewed on the City's [GIS Mapping Application](#).

Once an application is deemed complete and all fees have been paid, Zoning Section staff will assemble the plan amendment and rezoning cases. The case manager will visit the subject property to take pictures; post a "Rezoning" sign (for zoning cases only); and document surrounding land uses, neighborhood character, and existing infrastructure. Staff will utilize this information to develop a recommendation that will be presented at the public hearings. Plan amendment cases are heard by the Planning Commission; zoning cases are heard by the Zoning Commission. Both types of cases are then heard by City Council.

Upon final decision by the City Council, the applicant is responsible for removing "Rezoning" signs from the property. Ordinances will be posted online by the City Clerk and can be retrieved by accessing the City Council Agenda website at <http://agendas.sanantonio.gov>.

# THE PLAN AMENDMENT and REZONING PROCESS

(continued)

For all zoning and plan amendment cases, the [State of Texas Local Government Code](#) requires 1) public advertisement of the hearing in a newspaper of general circulation, and 2) mailed notification of the zoning change request to all owners of property within 200 feet of the subject property. The City of San Antonio advertises and sends notification prior to the Zoning Commission and Planning Commission hearings, and again prior to the City Council hearing.

## PLANNING COMMISSION and ZONING COMMISSION PUBLIC HEARINGS

The property owner, applicant, or authorized representative must be present at all public hearings to explain the purpose for the requested change, and to answer any questions from the Commissioners and City Council members. The public hearings also provide an opportunity for proponents and opponents of a request to voice their concerns and opinions on the proposed zoning or plan amendment change.

The Planning Commission and Zoning Commission hearings include presentation of the staff recommendations, explanation of the requested change by the property owner, applicant, or authorized representative, and public comments in support of and in opposition to the requested change. Then, the Commissioners vote to determine their recommendation, which will be presented to the City Council.

**Planning Commission** meets every 2nd and 4th Wednesdays of the month. The Planning Commission must make a recommendation on the plan amendment request before to the related zoning change request can be heard by the City Council.

**Zoning Commission** meets every 1st and 3rd Tuesdays of the month. The Zoning Commission must make a recommendation on the zoning change request, or have twice held a public hearing without rendering a recommendation prior to the request can be heard by City Council.

### *Language Translation Services*

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

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

## CITY COUNCIL PUBLIC HEARING

[City Council](#) makes the final decision on all plan amendment and zoning change requests. The City Council hearing process is similar to that of the Commissions. City Council may approve or deny, in total or in part, the requested zoning change. If a change is approved, an ordinance is passed amending the Comprehensive Plan document and official zoning map. Ordinances become effective ten days after approval. If the requested zoning change is denied, no application for rezoning any portion of the subject property may be submitted for consideration within one year of City Council's denial.

### **City Council Time Limits**

Plan amendments and their related zoning requests will be heard by the City Council at the same time, unless otherwise requested by the applicant. After the Commission public hearings, cases are not automatically scheduled for a City Council hearing. The case manager will contact the applicant to discuss and confirm a City Council hearing date. The Zoning Commission and Planning Commission recommendations must be presented to the City Council within 6 months of the Commissions' final consideration. If the cases is not scheduled for and heard by the City Council within 6 months of the Commissions' recommendation, the applications expire and all paid fees are forfeited.

## POSTPONED CASES

An applicant may postpone a case by submitting a written request to Zoning Section staff prior to the scheduled Commission or City Council public hearing. When the applicant is ready to move forward with a postponed case, they must first pay the postponement fee. Once the fee has been paid, the case will be scheduled for the next available public hearing. If a postponed case is not reactivated within 6 months of the postponement request, the application expires and all paid fees are forfeited.

## CONTINUED CASES

At any public hearing, the property owner, applicant, or authorized representative may request a continuance, which allows the case to be heard at a specified later date. An applicant's request for continuation may be approved or denied by the Planning Commission, Zoning Commission or City Council. If the continuance request is denied, the case will be heard as originally scheduled. Additionally, the Planning Commission, Zoning Commission and/or City Council may continue a case based on other factors. There is an additional fee for a continuance of a case beyond 60 days or after the 2nd continuance so that staff may send a courtesy notice.

## APPLICATION WITHDRAWAL

An applicant may withdraw a plan amendment or zoning application at any time during the process, prior to the case being called forward for consideration at a public hearing. However, if an application is withdrawn, future applications may be subject to restrictions.

Applicants are encouraged to attempt to contact the Zoning Commissioner (Zoning Cases only) and City Council Representative for the applicable City Council District, as well as any registered [Neighborhood or Homeowner's Association](#) located within 200 feet of the zoning or plan amendment case subject property. Planners can provide contact information for registered associations.

### DISTRICT CONTACT INFORMATION

| District | City Council       |          | Zoning Commission    |  |
|----------|--------------------|----------|----------------------|--|
| Mayor    | Ivy R. Taylor      | 207-7060 | Cecilia Garcia       | <a href="mailto:cecilia@prioritygroup.info">cecilia@prioritygroup.info</a>                   |
| 1        | Roberto Treviño    | 207-7279 | Siboney Diaz-Sanchez | <a href="mailto:siboneyds@gmail.com">siboneyds@gmail.com</a>                                 |
| 2        | Alan Warrick       | 207-7278 | Ba'Ron Head          | <a href="mailto:HeadB2016@gmail.com">HeadB2016@gmail.com</a>                                 |
| 3        | Rebecca J. Viagran | 207-7064 | Joy McGhee           | <a href="mailto:d3.sa.zoning.commissioner@gmail.com">d3.sa.zoning.commissioner@gmail.com</a> |
| 4        | Rey Saldaña        | 207-7281 | Suren Kamath         | <a href="mailto:commissionerkamathd4@gmail.com">commissionerkamathd4@gmail.com</a>           |
| 5        | Shirley Gonzales   | 207-7043 | Ricardo Briones      | <a href="mailto:ricardobriones@hotmail.com">ricardobriones@hotmail.com</a>                   |
| 6        | Ray Lopez          | 207-7065 | Oscar Rosalez        | <a href="mailto:ozone.rosalez@gmail.com">ozone.rosalez@gmail.com</a>                         |
| 7        | Cris Medina        | 207-7044 | Grace Rose Gonzales  | <a href="mailto:grace@gracepggroup.com">grace@gracepggroup.com</a>                           |
| 8        | Ron Nirenberg      | 207-7086 | Dr. Francine Romero  | <a href="mailto:francine.romero@utsa.edu">francine.romero@utsa.edu</a>                       |
| 9        | Joe Krier          | 207-7325 | Reagan Greer         | <a href="mailto:commissionergreerd9@gmail.com">commissionergreerd9@gmail.com</a>             |
| 10       | Mike Gallagher     | 207-7276 | Reinette King        | <a href="mailto:reinette3@gmail.com">reinette3@gmail.com</a>                                 |

### APPLICATION FEES

| Property Size   | Plan Amendment Fees<br>(**already calculated below)          | Zoning Fees (**already calculated below)                     | ERZD Fees (zoning cases only)  | ERZD Total              | Total Due<br>(Add columns across) |
|---|--|--|--|-------------------------|-----------------------------------|
|   |  |  | (0.75 x zoning fee)  | (Zoning fee + ERZD fee) |                                   |
| 0 to 0.5 acres  | \$779.10   | \$832.10   | \$588.75   | \$1,420.85              |                                   |
| 0.501 to 5.0 acres  | \$1,672.15   | \$1,865.60   | \$1,320.00   | \$3,185.60              |                                   |
| 5.01 to 10.0 acres  | \$2,591.70   | \$3,362.32   | \$2,379.00   | \$5,741.32              |                                   |
| 10.01 to 25.0 acres   | \$4,049.20   | \$5,946.60   | \$4,207.50   | \$10,154.10             |                                   |
| 25.01 acres to 50.0 acres   | \$4,049.20   | \$6,152.24   | \$4,353.00   | \$10,505.24             |                                   |
| Over 50.01 acres  | \$4,049.20 + \$116.60 per additional acre (\$12,190 maximum) | \$6,275.20 + \$116.60 per additional acre (\$12,190 maximum) | Depends on acreage   | Depends on acreage      |                                   |
| <b>Zoning Sign Fee</b>  | NA   | \$10.00  |  |                         |                                   |
| <b>Expedited Case Fee</b><br><i>(requires written permission from the applicable City Council representative)</i> | Additional payment of the plan amendment acreage fee**       | Additional payment of the zoning acreage fee**               | Case located in the "ERZD" may not be expedited until the SAWS report has been received. |                         |                                   |
| <b>Conditional Use**</b>  | NA   | Acreage fee above, plus \$318.00                             |  |                         |                                   |
| <b>Specific Use Authorization**</b>   | NA   | Acreage fee above, plus \$530.00                             |  |                         |                                   |
| <b>MPCD Site Plan Fee**</b>   | NA   | Acreage fee above, plus \$742.00                             |  |                         |                                   |
| <b>Continuance Fee</b><br>(Beyond 60 days or after 2nd continuance)   | \$405.00   | \$405.00   |  |                         |                                   |
| <b>Postponement Fee**</b>   | \$429.30   | \$429.30   |  |                         |                                   |
| <b>Notary Fee</b>   | \$6.00   |  |  |                         |                                   |
| <b>Total Due</b>  |  |  |  |                         | \$                                |

\*\*Subject to both the 3% Dev. Serv. Improvement Fee and the 3% Dev. Serv. Technology Fee. Fees in the table already include the 6% fees.

Full payment is due at the time of Application submittal. Make checks payable to the City of San Antonio. For Refunds, see I.B. #511.  
For more information regarding fees, please see the Fee Schedule in Section 35-C102 in the Unified Development Code.



## Application Checklist

A complete application shall include the following minimum information and documents:

- Property Description:
  - Address and/or location
  - Total acreage and legal description (including Lot, Block, and NCB numbers for platted lots; or a metes-and-bounds description, via a set of field notes, for partial and irregular lots or lots that are not platted).
    - If the request includes multiple land use designations and/or zoning districts, please provide legal descriptions and acreage totals for each area.
    - Please note, all field notes must be signed and sealed by a licensed or registered surveyor or engineer.
    - Legal Descriptions for platted lots can be obtained from the [Bexar County Appraisal District](#).
  - Current and Requested land use and zoning, as well as any requested text amendments related to adopted plans
  - City Council District
  - Camp Bullis area cases: [U.S. Fish and Wildlife](#) coordination
- Name, address, telephone number, and email address (if applicable) of all Property Owners. If the Property Owner is a Partnership, Corporation, or other organization, please submit a list of Partners, current list of Directors or incorporating documents to show signature authority.
- Name, address, telephone number, and email address of the Applicant and Authorized Representative (if applicable).
- Authorization by Property Owner(s) (if Applicant or Authorized Representative is not the sole Property Owner).
- Statement of Purpose for Plan Amendment and/or Zoning Change Request.
- Signatures and Initials needed:
  - Property Owner(s)
    - Signatures of all Individuals listed on all current Warranty Deeds applicable to the subject property, or
    - Signature and title of the Owner of the Corporation listed on the current deed(s), or
    - Signature and title of a presiding officer, director, or other member who has signature authority for the Owner Organization listed on the current deed(s);
    - Documentation verifying signature authority may be required.
  - Applicant signature signifying that the application is correct and complete, and indicating acceptance of staff visit, photo, signage, public information relating to the rezoning case;
    - The applicant signature section must be notarized. Notary services are available for a fee at the Zoning Section office.
  - Initials of Property Owner(s) and Applicant acknowledging Municipal Campaign Finance Regulations.
- Completed Traffic Impact Analysis (TIA) Threshold Worksheet, reviewed and signed by the Engineering Division at the time of application submittal.
- Additional Required Documents:
  - A copy of all current Warranty Deeds applicable to the subject property, on file with the [County Clerk](#); and
  - A copy of the current tax appraisal details and map, available from the [Bexar County Appraisal District](#).
- Site Plan, if requesting “IDZ” Infill Development Zone District, “FBZ SD” Form Based Zoning Specialized District, a Conditional Use, or a Specific Use Authorization. Please refer to the Site Plan Requirements (see Page 10). Site Plans that do not meet the minimum requirements cannot be accepted, possibly delaying the rezoning case.
- Appropriate Fees - Please make checks payable to the [City of San Antonio](#).



## Application for Change of Zoning / Plan Amendment

**PROPERTY DESCRIPTION** **\*\*If the zoning request includes multiple zoning districts, please provide legal descriptions and acreage totals for each zoning district (attach additional pages, if necessary).\*\***

Address:

|                   |                   |
|-------------------|-------------------|
| Legal Description | Total Acreage(s): |
|-------------------|-------------------|

Lot:

Block:

NCB:

|                 |                   |
|-----------------|-------------------|
| Current Zoning: | Requested Zoning: |
|-----------------|-------------------|

|  |                   |
|--|-------------------|
| <input type="checkbox"/> Field Notes Attached (required when property is not part of a legally recorded plat or if a portion of a lot or parcel) | Council District: |
|--|-------------------|

For all properties within 5 mile of Camp Bullis:  Have you coordinated with the U.S. Fish and Wildlife Service?

**PLAN AMENDMENT** **\*\*If the zoning request is inconsistent with the land use element of the plan, a Plan Amendment, considered by the Planning Commission, shall be required before the zoning case may be heard by City Council. If the Zoning Request requires a Plan Amendment, fill in the information below (attach additional pages, if necessary).**

YES, Plan Amendment Required

NO, Plan Amendment not required

**Name of Plan:**

Total Acreage(s)

Legal Description

Lot:

Block:

NCB:

Field Notes attached (required when property is not part of a legally recorded plat or if a portion of a lot or parcel)

Current Land Use Designation:

Requested Future Land Use Designation: (please attach map designating tracts to be changed)

Requested Change to Plan Text (i.e. adding zoning district(s) to land use category):

Item and Page Number(s) of Master Plan Document to be changed:

**THE PLAN AMENDMENT PROCESS:** The plan amendment process takes approximately 2 months. If the plan amendment includes a zoning change request, this process may add an additional 2 weeks, due to the consideration by Planning Commission for the plan amendment.

Dates, times and/or locations of meetings and hearings are subject to change. Also, supplemental meetings and hearings may be scheduled. Proper notice will be given of special, rescheduled and supplemental meetings and hearings.



## Application for Change of Zoning / Plan Amendment

**PROPERTY OWNER(S)** **\*\*This application MUST include the names, contact information, and signatures of ALL property owners listed on all current Warranty Deeds applicable to the subject property. Attach additional pages as needed.\*\***

Individual(s)                       Partnership                       Corporation                       Trust

Name(s): \_\_\_\_\_

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

City, St. Zip: \_\_\_\_\_

Phone(s) **\*\* Please mark your preferred contact number. This number may be included on public notices.\*\***

home:                       work:                       mobile:                      fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**APPLICANT (Party responsible for all information submitted for the zoning request)**

Agent                                       Prospective Buyer                                       Tenant

Name: \_\_\_\_\_

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

City, St. Zip: \_\_\_\_\_

Phone(s) **\*\* Please mark your preferred contact number. This number may be included on public notices.\*\***

home:                       work:                       mobile:                      fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**REPRESENTATIVE (Person authorized to speak on behalf of the property owner/applicant at the public hearings)**

Name: \_\_\_\_\_

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

City, St. Zip: \_\_\_\_\_

Phone(s) **\*\* Please mark your preferred contact number. This number may be included on public notices.\*\***

home:                       work:                       mobile:                      fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**STATEMENTS OF ACKNOWLEDGEMENT (Initial before each statement. To be completed by Applicant.)**

I understand that I must secure the appropriate zoning for the subject property prior to issuance of a Certificate of Occupancy.

I understand that a Certificate of Occupancy is required before the subject property is occupied. (Exceptions to the requirement of a Certificate of Occupancy are single family dwellings and legal home occupation (per Section 35.401(d)(2)).

I understand that the subject property must be properly zoned before any permits are approved for the property.

## Statement of Purpose for Zoning Change Request and/or Plan Amendment

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The Statement of Purpose shall **include the following minimum information**. Statements of Purpose that do not contain the required minimum information may be returned to the applicant, possibly delaying the zoning case.

- Reason for requesting the change, **including a description of all existing and proposed activities or continuing uses**.
- Explanation of how the request is consistent and compatible with the [City's Master Plan](#) or specific [Neighborhood/Community/Sector Plan](#); or explanation of intent to pursue a plan amendment if the request is inconsistent with the applicable plan.

{  } Is this rezoning application the result of a code enforcement violation? If yes, indicate Code Case Number here \_\_\_\_\_.

{  } Will this proposed project result in the demolition of buildings? (All demolition applications will be reviewed by the Office of Historic Preservation. Please be sure to coordinate appropriately.)

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**\*This application MUST include the signatures of ALL property owners listed on all current Warranty Deeds applicable to the subject property. Attach additional pages as needed.\***

**AUTHORIZATION BY PROPERTY OWNER(S)**

(Required if Applicant and/or Authorized Representative is **not** the **sole** owner of the subject property.)

I, \_\_\_\_\_, swear and affirm that I am the  
(property owner's printed name; include signatory name and title if signing for an organization)

owner of the property at \_\_\_\_\_, as shown in the records of  
(property address or legal description)

Bexar County, Texas, which is the subject of this application.

I authorize \_\_\_\_\_ to submit this application.  
(applicant's printed name)

I authorize \_\_\_\_\_ to serve as my representative for this request.  
(authorized representative's printed name)

\_\_\_\_\_  
Property Owner Signature (and title, if signing for an organization)

\_\_\_\_\_  
Date

I have read, examined, and completed this application; and know the information I have provided to be true and correct. All provisions of laws and ordinances governing this application will be complied with, whether specified herein or not. The granting of a zoning or plan amendment change does not presume to give authority to violate or cancel the provisions of any other state or local law regulating the use of the subject property. I understand that City staff will visit and photograph the subject property; that a Rezoning Case Sign will be placed on the property; and that this application, including all submitted documents and staff photos relating to this zoning and/or plan amendment case are public information and can be made available through an Open Records Request per the Texas Public Information Act (Texas Government Code, Chapter 552).

\_\_\_\_\_  
Applicant Signature (and title, if signing for an organization)

\_\_\_\_\_  
Date

Sworn to and subscribed before me by \_\_\_\_\_, on this \_\_\_\_\_ day

of \_\_\_\_\_ in the year \_\_\_\_\_, given under my hand and seal of office.

\_\_\_\_\_  
Notary Public in and for the State of Texas

\*This acknowledgement MUST include the initials of ALL property owners listed on all current Warranty Deeds applicable to the subject property (attach additional pages as needed), as well as the initials of the applicant (if applicable).\*

## NOTICE

On June 25, 2009, the City Council amended the Municipal Campaign Finance Regulations to expand prohibitions on campaign and officeholder contributions.

**EFFECTIVE** July 5, 2009, the following individuals

- \* any individual applying for a zoning change;
- \* any owner or officer of an entity seeking a zoning change; or
- \* the spouse of any of these individuals

are prohibited from making campaign or officeholder contributions to any city councilmember, any candidate for City Council, or to any political action committee that supports or opposes a city councilmember or candidate from the time the zoning application is submitted to the city until the 30th calendar day after final action on the application.

If any individual listed in this application has made a contribution in violation of this regulation, the city may not approve the requested change in the zoning district boundary. Any zoning change granted in violation of this provision shall be voidable at the discretion of the City Council.

**Initial the following statements, acknowledging the above notice.**

**Property Owner(s)**

(required)

\_\_\_\_\_ I have read, and understand the above notice regarding the Municipal Campaign Finance Regulations.

**Applicant**

(required if Applicant is **not** the sole owner of the subject property.)

\_\_\_\_\_ I have read, and understand the above notice regarding the Municipal Campaign Finance Regulations.

## TRAFFIC IMPACT ANALYSIS (TIA) THRESHOLD WORKSHEET

All applications for zoning change require a completed Traffic Impact Analysis (TIA) Worksheet. No application will be processed until the [Engineering Section](#) determines whether a Traffic Impact Analysis is required. If it is determined that a TIA is required, the applicant is required to have an engineer present at the public hearings.

**\*\*\*Site plans shall include the minimum information as listed below. Site plans which do not indicate the following information will be considered incomplete and may delay the application process.\*\*\***

### SITE PLAN REQUIREMENTS FOR FORM BASED ZONING SPECIALIZED DISTRICTS (FBZ SD), CONDITIONAL USES, and SPECIFIC USE AUTHORIZATIONS

Zoning change requests for “**FBZ SD**” **Form Based Zoning Specialized Districts**, a **Conditional Use**, or a **Specific Use Authorization** require the applicant to submit a site plan of the subject property and proposed development. All site plans shall be drawn to scale, using a scale that creates a legible final document. The site plan scale must be drawn numerically and a graphic scale must be provided. The applicant shall provide at least 3 versions of the site plan: 1) one full-size copy, 2) one 8-inch by 11.5-inch copy, and 3) one digital (PDF) copy.

1. Tabulation of the number of acres in the proposed development, showing the total number of lots, and area of open space for the site including the following:
  - a) Dimensions and square footage of all buildings and structures;
  - b) For nonresidential uses, multi-family dwellings, and any portion of a site located within the ERZD, the approximate location and area of impervious cover;
  - c) Square footage of all paved or otherwise hard surfaced streets, parking facilities, including curb and gutters, walks, loading areas, and asphalt or concrete aprons for solid waste containers, signs or outdoor mechanical equipment.
2. All setbacks as required by the proposed and surrounding zoning districts/uses. For lot and building dimension requirements, see Section 35-310 Table 310-1 of the Unified Development Code. For setbacks, block, lot and building dimension requirements in Form Based Zoning districts, see Section 35-209 Table 209-18.
3. All off-street parking and loading areas/structures, including the number of spaces, dimensions of spaces and aisles, ADA required spaces and loading areas, and landscaping for parking areas. For parking requirements, see Section 35-526 of the Unified Development Code. For parking requirements in Form Based Zoning districts, see Section 35-209 and Tables 209-14 A-D.
4. The location, dimensions and type of all walls, fences (other than fences on private residential lots) and landscaping. For landscape buffer requirements, see Section 35-510 of the Unified Development Code. For Form Based Zoning districts, see Section 35-209.
5. All existing and proposed driveways, sidewalks and other infrastructure above, at or below grade, showing the existing and proposed physical layout, dimensions, and other relevant characteristics of the subject property.
6. The intended use of the property to which the current and proposed improvements relate.
7. The following statement: “I, \_\_\_\_\_, the property owner, acknowledge that this site plan submitted for the purpose of rezoning this property is in accordance with all applicable provisions of the Unified Development Code. Additionally, I understand that City Council approval of a site plan in conjunction with a rezoning case does not relieve me from adherence to any/all City-adopted Codes at the time of plan submittal for building permits.”

It is recommended that applicants take steps such as meeting with Development Services Department Plan Review staff for preliminary review of projects requiring a site plan.

For more information, please see the following sections of the [Unified Development Code](#): Section 35-343 "IDZ Infill Development Zone, Section 35-209 Form Based Development, Section 35-422 Conditional Zoning, and Section 35-423 Specific Use Authorization.

### SITE PLAN REQUIREMENTS FOR “IDZ” Infill Development Zone

When the ordinance designates the “IDZ” as a base zoning district, a site plan is required and shall be reviewed by the Zoning Commission and approved by the City Council. The site plan shall include:

1. Legal description and exhibit of the property at appropriate scale showing the area to be zoned “IDZ”
2. The location of all comprehensive land use categories (defined in Section 35-A101). Multi-Family uses shall include indication of gross density in units per acre.
3. The location of all streets and if applicable, ingress/egress facilities in accordance with Section 35-343(c)(1).

When the ordinance designates the “IDZ” as an overlay zoning district, a site plan is required and shall be reviewed by the Zoning Commission and approved by the City Council if an additional use is requested as a conditional use and shall include elements listed above for “IDZ”. The standards for conventional subdivision, Section 35-202, shall remain in effect where not specifically provided alternative standards. Additionally, any new building shall adhere to requirements found in 35-343(m)(1) unless an alternative design is proposed during the request for a rezoning to “IDZ” as a base or overlay. Alternative design standards must be shown on the site plan.

## Traffic Impact Analysis (TIA) Threshold Worksheet

Complete this form as an aid to determine if your project requires a Traffic Impact Analysis Study. Unified Development Code, Article V, Section 35-502.

|  |                                  |  |
|--|----------------------------------|--|
| Project Name:  | Threshold Worksheet Prepared by: |  |
| Project Location:  | Company:                         | <input type="checkbox"/> Owner or <input type="checkbox"/> Owner's Agent |
| Is this? <input type="checkbox"/> C.O.S.A <input type="checkbox"/> San Antonio ETJ <input type="checkbox"/> Bexar County <input type="checkbox"/> Other Municipality | Address:                         |  |
| Date:  | Email:                           | Phone:   |

**Permit Type or Reason for TIA Study/Worksheet** (Check one and indicate the number if known)

|           |                  |         |                |        |
|-----------|------------------|---------|----------------|--------|
| Zoning #: | MDP # or POADP#: | Plat #: | Bldg Permit #: | Other: |
|-----------|------------------|---------|----------------|--------|

**Proposed Type of Development** (Multi building development or multi-occupancies may require additional tabulation sheets to determine total peak hour trips)

| Anticipated Land/Building Use/Zoning | Project Size |     |            | Critical Peak Hour | Peak Hour Trip Rate (PHT) Rate | Peak Hour Trips (PHT) | Trip Rate Source |
|--------------------------------------|--------------|-----|------------|--------------------|--------------------------------|-----------------------|------------------|
|                                      | Acres        | GFA | # of Units |                    |                                |                       |                  |
|                                      |              |     |            |                    |                                |                       | ITE Code:        |

**Previous Development on Site** (Required for land with previous/current buildings occupied within 1 year of submittal or if Re-zoning property)

| Previous Land/Building Use/Zoning | Size  |     |            | Critical Peak Hour | Peak Hour Trip Rate (PHT) Rate | Peak Hour Trips (PHT) | Trip Rate Source |
|-----------------------------------|-------|-----|------------|--------------------|--------------------------------|-----------------------|------------------|
|                                   | Acres | GFA | # of Units |                    |                                |                       |                  |
|                                   |       |     |            |                    |                                |                       | ITE Code:        |

**Previous TIA Report** (If property has a TIA on file) TIA # \_\_\_\_\_

|  |  |
|--|--|
| Peak Hour Trips Projected in TIA on File | Peak Hour Trips Projected in <i>Updated</i> Development Plan |
|  |  |

**Difference in PHT** (Proposed PHT – Previous Development PHT or TIA PHT)

|  |
|--|
| <b>Increase in Peak Hour Trips</b><br>(if an increase of 76 PHT or an increase of 10% of the total PHT, a new TIA is required) |
|  |

**Turn Lane Requirements for Developments with Less Than 76 PHT** (for developments with 76 or more PHT, this analysis will be included in the TIA)

| Requirement  | Right-turn lanes required at:<br>(identify street/driveway name) | Left-turn lanes required at:<br>(identify street/driveway name) |
|--|--|---|
| Median Openings  | N/A  | <input type="checkbox"/> _____ <input type="checkbox"/> None    |
| Driveways or streets with a daily entering right- or left-turn traffic volume of 500 vehicle trips or 50 vehicle peak hour trips | <input type="checkbox"/> _____ <input type="checkbox"/> None     | <input type="checkbox"/> _____ <input type="checkbox"/> None    |
| Required by TxDOT  | <input type="checkbox"/> _____ <input type="checkbox"/> None     | <input type="checkbox"/> _____ <input type="checkbox"/> None    |
| Where unsafe conditions may exist<br>(limited sight distance, high speed, uneven grade, etc.)                                    | <input type="checkbox"/> _____ <input type="checkbox"/> None     | <input type="checkbox"/> _____ <input type="checkbox"/> None    |

**Comments**

**(For Official Use Only, Do Not Write in this Box)**

TIA report is required.  A TIA report is **not required**. The traffic generated by the proposed development does not exceed the threshold requirements.

The traffic impact analysis has been waived for the following reasons: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

NOTE: GFA = Gross Floor Area (bldg. size).

ITE = Institute of Transportation Engineers, *Trip Generation*, 8th Edition. 525 School Street, S.W., Suite 410, Washington, DC 20024-2729; (202) 554-8050.

## LINKS

The following web-links may be useful throughout the zoning process:

Bexar County Appraisal District (BCAD): <http://www.bcad.org/>

Bexar County Clerk: <https://gov.propertyinfo.com/TX-Bexar/>

City of San Antonio: <http://www.sanantonio.gov>

City of San Antonio Aviation Department: <http://www.sanantonio.gov/aviation/>

City of San Antonio City Council: <http://www.sanantonio.gov/council>

City of San Antonio Engineering Division: <http://www.sanantonio.gov/dsd/engineering.asp>

City of San Antonio GIS Mapping Application: <https://gis.sanantonio.gov/PDS/onestop/index.html>

City of San Antonio Master Plan: [http://www.sanantonio.gov/planning/npud/MasterPlan/pdf/master\\_plan.pdf](http://www.sanantonio.gov/planning/npud/MasterPlan/pdf/master_plan.pdf)

City of San Antonio Neighborhood and Community Plan Information:  
<http://www.sanantonio.gov/planning/npud/library.aspx>

City of San Antonio Neighborhood Listing:  
<http://www.sanantonio.gov/planning/npud/registration.aspx>

City of San Antonio Planning & Community Development Department:  
<http://www.sanantonio.gov/planning/default.aspx>

City of San Antonio Office of Historic Preservation: <http://www.sanantonio.gov/historic/>

City of San Antonio Development Services Department: <http://www.sanantonio.gov/dsd>

City of San Antonio Unified Development Code: <http://www.sanantonio.gov/dsd/udc.asp>

City of San Antonio Zoning Section: <http://www.sanantonio.gov/dsd/zoning.asp>

City of San Antonio Zoning Section Office: <http://www.sanantonio.gov/dsd/directions.asp>

San Antonio Water Systems Resource Protection and Compliance:  
<http://www.saws.org/environment/ResourceProtComp/>

State of Texas Local Government Code: <http://www.statutes.legis.state.tx.us/?link=LG>

U.S. Fish and Wildlife: <http://www.fws.gov>

Zoning Application Refund and Expediting Policy:  
<https://webapps1.sanantonio.gov/dsddocumentcentral/upload/IB511.pdf>