CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT

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

TO THE HONORABLE BOARD OF ADJUSTMENT:

Property description where Certificate Appropriateness was requested:

Lot no. _____

Block No._____

NCB _____ Property Address: _____

Per Section 35-451 of the Unified Development Code (UDC), the Zoning Board of Adjustment is empowered to consider an appeal from an applicant for a Certificate of Appropriateness.

The Applicant, _____ of _____County, alleges that the City

Manager or designee erred in the decision regarding Case No. _____, rendered on

_____(add date).

The correct decision or interpretation should be as follows: _____

_____

_____

_____

_____

_____

_____

_____

_____.

Respectfully submitted:

Applicant's name: _____

Status: Owner ( ) Agent ( )

Mailing address: _____

Telephone: _____ Alternate: _____

Email: _____

_____ _____
Applicant's Signature Date

Property Owner: _____

Mailing address: _____

Telephone: _____ Alternate: _____

Email: _____

I, _____the owner of the subject property, authorize

_____ to submit this application and represent me in this appeal before the Board of Adjustment.

Please include the following items with this appeal

- ☐ **Documentation from City of San Antonio Office of Historic Preservation representing the decision you are appealing and proof that you are within the mandatory 20 day time limit to file the appeal.**

- ☐ **Sections of the UDC, or the Historic Design Guidelines from which the decision was based, including all support sections which potentially reinforce your assertion that an error was made.**

- ☐ **Property Ownership documentation, including a copy of the warranty deed and Bexar County Appraisal District and applicable documentation as required per IB 554.**

- ☐ Filing Fee of **$600 (plus applicable administrative fees)**