



*Open a NEW  
Escrow Account today!*

***The City of San Antonio, Development Services Department, offers customers the convenience of owning an escrow account to pay for platting, zoning, and permitting fees.***

*Land Development Customers are able to create an Escrow Account 24/7 online. In addition, escrow accounts offer the ability to manage authorized users online.*



# Authorized Users

*An Authorized User is someone authorized by the Escrow Owner to conduct business on their behalf. The Escrow Owner has the ability to add or remove authorized users at any time, and can view and manage their escrow account balance online. An authorized user on an escrow account may be granted the following permissions by the Escrow Owner:*

- depositing funds*
- paying fees*
- submitting requests for refunds*
- applying for refunds on a record*
- uploading documentation*



# Escrow Account Setup

Setting up an escrow account is fast and easy. Any customer such as an engineer, architect or homebuilder can establish an escrow account online by visiting the DSD website at [www.sanantonio.gov/DSD](http://www.sanantonio.gov/DSD) and clicking the BuildSA icon in the ONLINE Services – QUICK LINKS section, or in person at 1901 S. Alamo, San Antonio Texas 78204.

## Deposits to Escrow

Deposits to escrow can be made via cash, check, bank account, or credit card. Deposits to your escrow account can be made in person or online with the citizen access portal. Deposits made via credit card are assessed a 3% processing fee.

## **Minimum Escrow Balance**

*There is no minimum amount to open an escrow account. It is the responsibility of the Escrow Owner to maintain the balance of the account and manage as necessary.*

## **Escrow Account Balance**

*Customers have the ability to view and maintain their escrow account statements with the citizen access portal. In addition, our Call Center staff is happy to provide information regarding the balance of your escrow account. The Call Center can be reached at (210) 207-1111.*

## **Deductions**

*You can indicate specific items that City staff can automatically deduct from your escrow account, such as platting fees, or all fees.*

# Closing Your Escrow Account

*If you would like to close your escrow account, please submit your request online or in person. A letter to close the account is required and must be signed by the Escrow Owner. There is a \$50.00 processing fee to close the account, which will be deducted from the escrow balance.*



CITY OF SAN ANTONIO  
**DEVELOPMENT SERVICES DEPARTMENT**

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