Applying for TABC City Secretary Sign-Off

Before you begin you will need the following information:
- ✓ Name, email address, phone number and mailing address of the Property Owner
- ✓ Name, email address, phone number and mailing address of the Applicant/Authorized Agent.
- ✓ Electronic PDF of the **entire** TABC Application form
- ✓ Electronic PDF of the Certified Site Survey (Must not be older than one year)
- ✓ Electronic PDF of the Affidavit from Property Owner (If Applicant is not the property owner)

1. **Login** to your online portal account. https://aca.sanantonio.gov/CitizenAccess/Default.aspx. NOTE: IF you do not have an online portal account, you must create an online portal account before you submit an application.

2. Click the Land Development Tab. Click to Create an Application. After you Accept the Disclaimer screen, **Click** on the TABC City Sign-Off Application and then **Click** Continue Application.

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3. **Property Information:** You may search by either the Address or Parcel. **Click** Search. Once the system finds a match, the system populates the Address/Parcel and Owner related information into your application. Scroll down and **Click** Continue Application.
    NOTE: Less is better. Type in your street number and only part of the street name.

Example: 1900 BlueCrest Lane, type only 1900 Blue(shown)

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4. This application **requires** the Property Owner, and Authorized Agent information. The following identifies two ways you can provide this information:

NOTE: If you (the Applicant) are the property owner and the Authorized Agent, you can **check** these boxes and the system will copy your contact information for the property owner, and authorized agent. **Click** Continue Application.

TABC City Review Application

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Step 2 : Contact Information > Applicant

* indicates a required field.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the View link.

Ashley Leal
Primary Phone:
Secondary Phone:
Fax:
View

▼ Contact Addresses

To edit a contact address, click the address link.
Required contact address type(s):Mailing

Showing 1-1 of 1

| Address Type | Recipient | Address | Action |
| Mailing | | | |

Copy Applicant Contact Information

Applicant Also Known As:

Authorized Agent:	☑
Company Name/Business Owner:	☐
Escrow Owner:	☐
Property Owner:	☑

Save and resume later   **Continue Application »**

If you are not the Property Owner, and need to add their contact information, **Click** Continue Application, after selecting your applicable Contact check boxes (Only Authorized Agent).

i. First **Click** Look Up, to see if the individual/organization is already listed in our database. For an individual, enter first and/or last name. For an organization, enter the business name. **Click** Look Up to populate results.

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Step 2: Contact Information > Contacts

* indicates a required field.

Contact List

To add a new contact, click Look Up or Add New button.
To prevent a contact from receiving emails:
New Contact-Click "Do not receive Email Notifications" box
Existing Contact-Click the contact's "Edit" link and then click "Do not receive Email Notifications" box

For additional information for selecting the correct contact type, refer to Contacts Quick Tips Guide.

	Required Contact Type	Minimum
⚠	Property Owner	1

Add New **Look Up**

Showing 1-1 of 1

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
Ashley Leal		Authorized Agent			▬▬▬▬▬	Edit Delete

Save and resume later **Continue Application »**

If there are multiple contacts with the same first and/or last name, a list of matches will return. After you select one from the results or if an exact match is found, you will be prompted to select the 'Type' of Individual this is. **Click** Continue.

ii. If no match is found, **Click** Add New. **Select** Property Owner as the 'Type' of Contact. Provide the First and Last name, Primary Phone, Email and Mailing address.

Contact Information ✕

* Individual/Organization:
--Select-- ▼

1
* First Name:

Middle Name:

2
* Last Name:

Suffix:

3
Primary Phone:

Alternate Phone:

4
* E-mail:

☐ Do not receive Email Notifications

▼ Contact Addresses

Add Contact Address **5**

To edit a contact address, click the address link.
Required contact address type(s):Mailing

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

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Once you have added them successfully, the system will display a green check confirming requirements have been met and the contacts will be listed below. **Click** Continue Application.

5. Identify TABC Request Details: If none of the requests apply to your application, **Select** 'No' for each one and **Click** Continue Application.

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NOTE: If you select 'Yes' for any of the below requests, you will be required to upload additional documents. Table below indicates the type of document required.

When	Document Required
If the Applicant is not the owner of the Property:	Authorization by Property Owner
If the site address is within 300 ft of a Church:	Distance Approval by Church
If the site address is within 300 ft of a Hospital:	Distance Approval by Hospital
If the site address is within 300 ft of a School:	Detailed Conforming Statement
If the Applicant is requesting a variance:	Detailed Conforming Statement

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If you selected 'Yes' to either of the below questions:

- Are you requesting a variance only?
- Is this property located 300 ft from a school (property line to property line)?

You will be required to provide additional property details in the follow-on section:

6. Read and **Select** each <u>Acknowledgment</u> and then **Click** <u>Continue Application</u>.

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7. **Required Documents:** Each application requires you to upload the <u>Certified Site Survey</u> and entire <u>TABC Application</u> form.
   <mark>NOTE:</mark> If you are not the property owner, you will also be required to submit the <u>Authorization by Property Owner Affidavit.</u>

   i. **Click** Add. You will then be prompted with the File Upload. **Click** Add and locate the requested documents. Once the files are uploaded, **Click** Continue.

   ii. **Click** Type: Drop-Down and select the type of document. **Select** the name of the document you are uploading. **Click** Save. When the documents have successfully uploaded, they will be displayed on the Attachments page (see right image).

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Attachment

To upload a new document click Add.
The maximum file size allowed is 80 MB
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

* Type:
Authorization by Property Owner ▼   Remove

File:
Authorization by Property Owner
Affidavit.pdf
100%
Description:

* Type:
Certified Site Survey ▼   Remove

File:
Certifid Site Survey.pdf
100%
Description:

* Type:
TABC Application ▼   Remove

File:
TABC Original Application.pdf
100%
Description:

Save   **Add**   **Remove All**

Save and resume later   **Continue Application »**

Then **Click** Continue Application.

✓ **The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected.

TABC City Review Application

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Step 4 : Document Information > Documents

* indicates a required field.

Attachment

To upload a new document click Add.
The maximum file size allowed is 80 MB
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
Certifid Site Survey.pdf	Certified Site Survey	100.71 KB	Pending	
TABC Original Application.pdf	TABC Application	100.69 KB	Pending	
Authorization by Property Owner Affidavit.pdf	Authorization by Property Owner	100.72 KB	06/05/2024	Actions ▼
Certifid Site Survey.pdf	Certified Site Survey	100.71 KB	06/05/2024	Actions ▼

Add

Save and resume later   **Continue Application »**
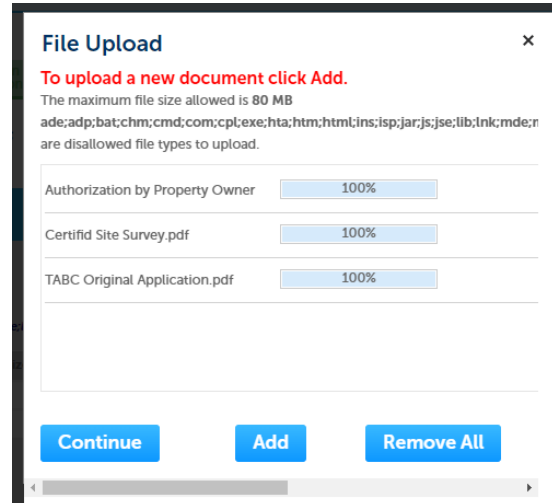
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8. **Review** the information you are about to submit by section. You may edit a section by **clicking** Edit and it will direct you to the page to edit. If no changes are needed, scroll to the bottom of the page, review the certification statement, and **check** the <u>certification box</u>. **Click** <u>Continue Application</u>.

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

☐ By checking this box, I agree to the above certification.   Date:

Save and resume later   **Continue Application »**

9. No fee is required if you submit the TABC application yourself through the Accela portal. If you selected 'Yes' to requesting a Variance – you will be directed to the payment page to make the $300 Variance application fee.

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10. Once the payment process is complete, you will be navigated to the Record Issuance page. The Record ID issued for your request will be displayed and a Receipt for Payment will be available.

NOTE: You will also receive a **Receipt Confirmation** email with the Receipt for Payment attached. This email and all other notifications will be delivered to the email address you provided when you created your ACA Online Portal account.