

# 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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[Search Applications](#) [Create an Application](#)

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

[Search](#)

<input type="radio"/> Address Verification and Assignment	<input type="radio"/> Master Development Plan (MDP)	<input type="radio"/> Rescind a Plat
<input type="radio"/> Amend Plat	<input type="radio"/> Minor Plat	<input type="radio"/> Rights Determination
<input type="radio"/> Board of Adjustment	<input type="radio"/> Nonconforming Use/Development Preservation Rights Application	<input type="radio"/> SEP-HCP Participation Application
<input type="radio"/> Bond Application	<input type="radio"/> Out of Sequence Recordation	<input type="radio"/> Short Term Rental (STR) Permit Application
<input type="radio"/> Building Setback Line Replat	<input type="radio"/> Plan Amendment	<input type="radio"/> Site Improvement Time Extension
<input type="radio"/> Certificate of Determination	<input type="radio"/> Planned Unit Development (PUD)	<input type="radio"/> Street Name Change
<input type="radio"/> Change of Zoning	<input type="radio"/> Plat Deferral	<input checked="" type="radio"/> TABC City Review Application
<input type="radio"/> Consent Agreement	<input type="radio"/> Plat Recordation Time Extension	<input type="radio"/> Traffic Impact Analysis
<input type="radio"/> Major Plat	<input type="radio"/> Preliminary Plan Review - Land Development	<input type="radio"/> Vacate a Plat

[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.

1 Property Information 2 General Information 3 Contact Information 4 Application Information

**Step 1: Property Information > Property**  
*Physical Address is preferred.*

**Address**

Please make sure you enter in Street No and Street Name when searching for an address for the best results.

Street No.: 1900 Street Name: Blue Street Type: --Select--

Unit/Suite: Level: Building:

City: State: --Select-- Zip:

[One Stop Zoning Map](#)

3 Search Clear

*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: [REDACTED]  
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		[REDACTED]	

**Copy Applicant Contact Information**

Applicant Also Known As:

Authorized Agent:	<input checked="" type="checkbox"/>
Company Name/Business Owner:	<input type="checkbox"/>
Escrow Owner:	<input type="checkbox"/>
Property Owner:	<input checked="" type="checkbox"/>

[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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## TABC City Review Application

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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			[REDACTED]	<a href="#">Edit</a> <a href="#">Delete</a>

**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--

\* First Name:

Middle Name:

\* Last Name:

Suffix:

Primary Phone:

Alternate Phone:

\* E-mail:

☐ Do not receive Email Notifications

### ▼ Contact Addresses

**Add Contact Address**

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.**

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Search Applications Create an Application

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Step 2: Contact Information > Contacts

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Contact List

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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

✓ Contact added successfully.

Showing 1-2 of 2

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
Ashley Leal		Authorized Agent			ashley.leal@sanantonio.gov	Edit Delete
Forrest Wilson		Property Owner			Forrest.Wilson@sanantonio.gov	Edit Delete

Save and resume later 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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Search Applications Create an Application

TABC City Review Application

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Step 3: Application Information > TABC REQUEST DETAILS

4 Certified Site Survey and a copy of your TABC Application is required with submission of all requests.

\* indicates a required field

TABC REQUEST DETAILS

\* Are you requesting a variance only?: ☐ Yes ☒ No

\* Do you qualify as a Wholesaler's Distributor and Manufacturer? : ☐ Yes ☒ No

\* Is this property located 300 ft from a Hospital (property line to property line)? : ☐ Yes ☒ No

\* Is this property located 300 ft from a Church (property line to property line)? : ☐ Yes ☒ No

\* Is this property located 300 ft from a school (property line to property line)? : ☐ Yes ☒ No

Save and resume later Continue Application »

# Applying for TABC City Secretary Sign-Off

**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.

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TABC City Review Application

1 Property Information

2 Contact Information

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Step 3: Application Information > TABC REQUEST DETAILS

A Certified Site Survey and a copy of your TABC Application is required with submission of all requests.

\* Indicates a required field

TABC REQUEST DETAILS

TABC REQUEST DETAILS

A Detailed Conforming Statement from the Texas Alcoholic Beverage Commission will be required with submission for all Variance requests. Please refer to IB168 Section 4.A for additional information.

\* Are you requesting a variance only?: ☒ Yes ☐ No

An Affidavit (or document on Company Letter Head) stating that this location will only be performing distribution of alcohol and that there will be no alcohol sales at the addressed location will be required with submission of this request.

\* Do you qualify as a Wholesaler's Distributor and Manufacturer?: ☒ Yes ☐ No

A written consent from the property owner of the Hospital or the Hospital Administrator/Official Office will be required with submission of this request.

\* Is this property located 300 ft from a Hospital (property line to property line)? : ☒ Yes ☐ No

A written consent from the property owner of the Church or the Church Administrator/Official Office will be required with submission of this request.

\* Is this property located 300 ft from a Church (property line to property line)? : ☒ Yes ☐ No

A Detailed Conforming Statement from the Texas Alcoholic Beverage Commission will be required with submission for all Variance requests. Please refer to IB168 Section 4.A for additional information.

\* Is this property located 300 ft from a school (property line to property line)? : ☒ Yes ☐ No

[Save and resume later](#) [Continue Application >](#)

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:

## TABC City Review Application

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### Step 3: Application Information > PROPERTY DETAILS

A Detailed Conforming Statement from the Texas Alcoholic Beverage Commission will be required with submission for all Variance requests. Please refer to IB168 Section 4.A for additional information.

\* Indicates a required field.

**PROPERTY DETAILS**

**PROPERTY DETAILS**

Name of School(s) located within 300 feet of the subject property: \*

Proposed Use: \*

Proposed Days and Hours of Alcohol Sales: \*

Consumption: \*

--Select--

Has the sale of alcoholic beverages had been permitted within the last two (2) years?: \*

☐ Yes ☐ No

Have you received a Certificate of Occupancy?: \*

☐ Yes ☐ No

Save and resume later

Continue Application »

6. Read and **Select** each Acknowledgment and then **Click** Continue Application.

## TABC City Review Application

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### Step 3: Application Information > ACKNOWLEDGEMENTS

\* indicates a required field.

**ACKNOWLEDGEMENTS**

**ACKNOWLEDGEMENTS**

\* The sale of alcoholic beverages had been permitted within the last two (2) years at the location in : ☒

\* The discontinuance of the sale of alcoholic beverages was not a result of a violation of law.: ☒

\* A variance is necessary because the manner of measurement, as currently prescribed in V.T.C.A. § 109: ☒

\* The proposed sale of alcoholic beverages would be for on premise consumption and constitute no more : ☒

Save and resume later

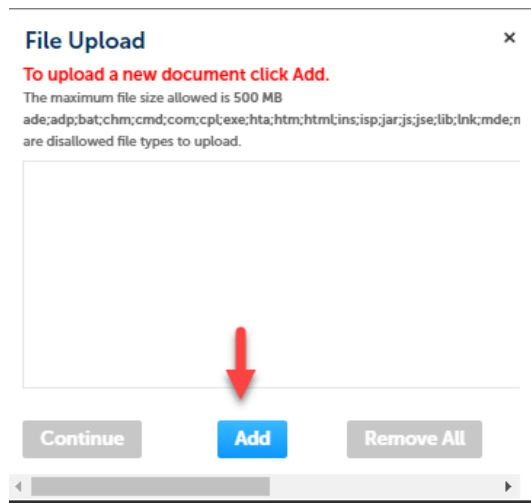
Continue Application »

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7. **Required Documents:** Each application requires you to upload the Certified Site Survey and entire TABC Application form.

**NOTE:** If you are not the property owner, you will also be required to submit the Authorization by Property Owner Affidavit.

- 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**.



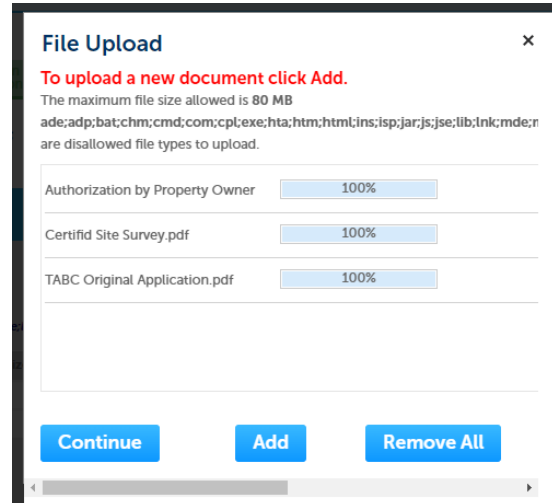
**File Upload** [X]

To upload a new document click Add.

The maximum file size allowed is 500 MB

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;n are disallowed file types to upload.

[Continue] **Add** [Remove All]



**File Upload** [X]

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;n are disallowed file types to upload.

Authorization by Property Owner	100%
Certifid Site Survey.pdf	100%
TABC Original Application.pdf	100%

[Continue] **Add** [Remove All]

- 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).

# Applying for TABC City Secretary Sign-Off

Attachment

To upload a new document click Add.

The maximum file size allowed is 80 MB

ade.adp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pit;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:

Certified 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

1

2 Contact Information

3 Application Information

4 Document Information

5 Review

6 Validate Fees

7

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;cp;exe;hta;htm;html;ins;isp;jar;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pit;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
Certified 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
Certified 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 certification box. **Click** Continue Application.

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.

## TABC City Review Application

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Your application has been successfully submitted.  
Please print your record and retain a copy for your records.

Thank you for using our online services.

**Your Record ID is ZONING-TABC-APP24-47100003.**

You will need this Record ID to check the status of your application or to schedule/check results of inspections. Please print a copy of your record for your files.

Your application has been submitted for review by the City of San Antonio Development Services Department.

You may contact the Development Services Department at their offices or by phone.

Cliff Morton Development and Business Services Center

1901 South Alamo Street

San Antonio, TX 78204

Phone: 210.207.1111

Hours: 7:45 am - 4:30 pm (Mon - Fri)

Closed on City Holidays

[View Record Details »](#)

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.