



CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT

REQUEST FOR A SPECIAL EXCEPTION
to the
SAN ANTONIO BOARD OF ADJUSTMENT
for a
Short Term Rental (Type 2)

CITY OF SAN ANTONIO
COUNTY OF BEXAR
STATE OF TEXAS

TO THE HONORABLE BOARD OF ADJUSTMENT:

Property Description:

Lot _____

Block _____

NCB _____

Property Address: _____

Zoning _____

The Applicant, _____, of _____ County, requests the San Antonio Board of Adjustment consider a special exception to allow the operation of a Short Term Rental (Type 2) at the property identified above, pursuant to Section 35-399.03 of the Unified Development Code (UDC).

Section 35-399.03 Short Term Rental (Type 2) establishments may be permitted to exceed the density limitations described in Section 35-374.01(c) subject to limitations, conditions, and restrictions. (please initial):

- _____ 1. A Short Term Rental permit shall be required for all Short Term Rental (Type 2) establishments.
- _____ 2. Parking requirements must comply with the parking tables described in Section 35-526.
- _____ 3. A site plan shall be submitted indicating the size and location of all structures on the property. In addition, photographs of the structure in which the Short Term Rental (Type 2) is to be located shall be submitted.
- _____ 4. The residential architectural appearance of the structure shall not be changed to that of commercial, although a separate entry for the Short Term Rental (Type 2) may be permitted.
- _____ 5. Signs advertising the Short Term Rental (Type 2) are not permitted, except that a name plate not exceeding one (1) square foot is permitted when attached to the main structure. All applicable sign regulations and/or design review provisions in Chapter 28 and Chapter 35 shall be adhered to.
- _____ 6. Granting of the permit for a Short Term Rental (Type 2) is to be for a definite period of time not to exceed three (3) years and only after notice and hearings as provided in this chapter to the Board of Adjustment. Applications for subsequent permits must be submitted prior to the expiration of the previous permit. Granting of the permit is non-transferable to another owner, operator, or location.

Comments:

Respectfully submitted:

Applicant's name: _____

Status: Owner () Agent ()

Mailing address: _____ City _____ State _____ Zip _____

Telephone: (Home) _____ (Work) _____

Other phone: _____ Email: _____

Applicant's signature _____ Date _____

Representative's name: _____

Mailing address: _____ City _____ State _____ Zip _____

Telephone: (Home) _____ (Work) _____

Other phone: _____ Email: _____

Name of Property Owner: _____

Mailing address: _____ City _____ State _____ Zip _____

Telephone: (Home) _____ (Work) _____

Other phone: _____ Email: _____

I, _____ the owner of the subject property, authorize
_____ to submit this application. I also authorize
_____ to represent me in this request before the
Board of Adjustment.

Property Owner signature _____ Date _____

Please submit:

Filing Fee - \$400.00 (Homestead) \$600.00 (Non-Homestead). Applications not submitted online through BuildSA are subject to a \$10.00 Convenience Fee. Check made payable to: **City of San Antonio**

- Site Plan
- Photographs of the structure to be used
- Property Deed
- Floor plan of the structure in which the Short Term Rental (Type 2) will operate

AN APPLICATION CAN ONLY BE ACCEPTED BY MAIL IF IT IS COMPLETE. HOWEVER, INCOMPLETE APPLICATIONS, ALONG WITH THE REQUIRED FEES, WILL BE MAILED BACK TO THE APPLICANT IN ACCORDANCE WITH CITY CASH HANDLING POLICIES.

Required Acknowledgements

Please read the following statements carefully and initial on the respective line. By placing your initials next to the statements below, you, **the property owner**, are stating that you agree with and will abide by these requirements (please initial acknowledging adherence).

Initial

_____ By filing this request for a special exception, I understand that any construction that requires said special exception shall cease until such time that the special exception is approved, if applicable. Should the Board of Adjustment deny the request, I may pursue an appeal or bring my property into compliance in accordance with any and all City codes **within 30 days**.

_____ I understand that prior to the hearing of this case by the Board of Adjustment, staff will conduct a thorough site visit in order to take photographs of the property for use at the public hearing. This site visit may necessitate complete access to the subject property. Staff will make a reasonable attempt to contact the property owner 24 hours prior to visiting the site. I understand that it is my responsibility to ensure that conditions at the subject site will not create a hindrance to city staff. If site conditions are not conducive to staff completing the necessary task during the site visit, your case may be delayed.

_____ Any exhibits submitted by the applicant (audio, visual, document, or otherwise) must be submitted to staff at least 24 hours prior to the public hearing and must be made part of the official record and will not be returned.

_____ Refunds will be issued in accordance with the department cash handling policy and will be subject to a \$100 processing fee. This fee is charged for all refund requests. Refunds may only be issued if request is submitted prior to the case being published in a newspaper of general circulation.

_____ In case of conflict, the English version of all documentation will govern. You acknowledge receipt of this application written in the English language, with the Spanish language text where applicable, and the important terms herein. Some future correspondence may only be available/provided in English. **(En caso de un conflicto de interpretación, la versión en inglés de toda documentación gobernará. Usted reconoce el recibo de esta solicitud escrita en el idioma inglés, con texto en español donde aplica y de los terminos importantes. Algúna correspondencia futura podría ser disponible/proveado a solamente en inglés.)**

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