



**DEVELOPMENT
SERVICES**

APPEAL
To the
BOARD OF ADJUSTMENT

CITY OF SAN ANTONIO

§

COUNTY OF BEXAR

§

STATE OF TEXAS

§

TO THE HONORABLE BOARD OF ADJUSTMENT:

Property description (Attach field notes if necessary):

Lot no. _____

Block No. _____

NCB _____ Property Address: _____

Per Section 35-481 of the Unified Development Code (UDC), the Zoning Board of Adjustment is empowered to consider appeals of a decision made by an administration official.

The Applicant, _____ of _____ County, alleges that

the following administrative official _____, in his/her capacity as

(Name of Official)

_____, made an incorrect decision, or interpretation regarding Section 35-____

(Title of Official)

of the UDC. This incorrect decision or interpretation was (List the section(s) of the UDC that was applied incorrectly. Provide details why the decision was incorrect or misinterpreted.): _____

The correct decision or interpretation should be as follows (List the section(s) of the UDC that should be applied in this decision. Provide details how the decision should be made.): _____

- ☐ Documentation from City of San Antonio 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 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 **\$690* (plus applicable administrative fees)**. *Fees are subject to 4% Development Services Improvement and 4% Development Services Technology fees.