Due to problems when uploading documents, the recommended browser is Internet Explorer.

Before proceeding, login to Citizen Access.
Related records all have information in common and are related to each other in some way. If two records have the same address, contact, owner, etc. associating the two records can make it more efficient to handle the records. The possible relationships between records is parent and child. When a customer creates an Amendment to one of their records, for example, the amendment becomes the child record to the original (parent) record.
Log in to your account. Search for the record for which you want to create an amendment (child record). Next, from the Record Details page that displays, click on Create Amendment hyperlink.
Only available amendment types to the original (parent) record display. Click the radio button to the left of the type of Amendment (child record) you wish to create. Click the Continue Application hyperlink.
The Create an Application form displays Step 1 of the process.

Note that the Address, Parcel and Owner information from the original application (parent record) are copied to the application you are now creating.
Continue through the new application process steps until reaching completion.

After payment of fees, Citizen Access displays new record information. The two records are now related.
Continue through the new application process steps until reaching completion.

After payment of fees for new application, Citizen Access displays new Record Issuance Step 7.
View Related Record information on the Land Development tab (#1) of either the parent or the child record.

Click the Record Info drop-down menu arrow (#2). Click Related Records hyperlink (#3).
The Related Record information displays.

Click the Record Number arrow (#1) to view all related records. Click the View hyperlink (#2) of the related record to view its information.
If an attempt is made to create a child record (amendment) with an amendment type not on the available list, Citizen Access displays a No Records found message.
Record Relationships may be terminated. The records themselves are not deleted-only the relationship is terminated.

Please contact Development Services Department, buildsaocmteam@sanantonio.gov for additional information on terminating record relationships.
This concludes Lesson 7. Thank you.