



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN # 574**
HB 3314 – Plat Notification and Approval Process

DATE: September 1, 2019

CREATED BY: Land Development Division, Land Entitlements Section

Purpose:

As a customer service initiative, the Development Services Department (DSD) created this Information Bulletin (*IB*) to inform our customers of changes to procedure following the approval of HB 3314. For more information on HB 3314, please review RID 2019-004 Residential Replat.

Scope:

HB 3314 allows for residential replats that do not contain any requests for variances or administrative exceptions to be administratively approved, rather than approved by Planning Commission. Furthermore, the House Bill now requires staff to notify property owners within 200 feet in the original plat after the plat has been administratively approved, rather than beforehand.

To ensure that we have a smooth transition into these new regulations, Development Services Department will allow plats in the cycle for Planning Commission approval to remain for the September 11, 2019 and September 25, 2019 hearings. This action facilitates plats and mylars that have been drafted with language required for the Planning Commission hearing to ease approval, rather than requiring that mylars be amended with little notice.

After September, Development Services Department will require that plats and mylars be drafted for administrative approval, rather than Planning Commission approval. This timeline should provide ample time for mylars to be prepared in accordance with the latest state regulations.

Lastly, residential replats, so long as they contain no variances or administrative exceptions, will no longer be required to provide the “AREA BEING REPLATTED THROUGH PUBLIC HEARING WITH WRITTEN NOTIFICATION” language. Rather, these plats shall state “AREA BEING REPLATTED WITH WRITTEN NOTIFICATION”, as notification must be mailed by staff within 15 days of administrative approval.

During this transition, applicants wishing to have their items considered by Planning Commission will be charged the \$636 fee for plats requiring written notification and publication in a newspaper of general circulation. However, if the applicant wishes to proceed with Director approval, they will be charged \$265 for the written notification fee, as notice is still required, and mailed after Director approval. Furthermore, Development Services will continue to charge the \$250 fee, with applicable surcharges, when a mailing list is not provided by the applicant.



Summary:

This IB is for informational purposes only. Please contact Logan Sparrow at (210) 207-8691, Logan.Sparrow@sanantonio.gov for any additional information.

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