



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 581**  
**Redline Amending Plat Procedure**

DATE: *June 16, 2022*

CREATED BY: Land Development Division/Land Entitlements Section

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**Purpose:**

As a customer service initiative, the Development Services Department (DSD) created this Information Bulletin (IB) 581 on the redline amending procedure. DSD, in consultation with the City Attorney's Office, has prepared this IB to describe and clarify the process associated with a request for a redline amending process in accordance with the Unified Development Code (UDC). This bulletin has been created to incorporate the department's new format for Information Bulletins.

**Scope:**

Section 35-441(a)(14) of the UDC provides the criteria for a redline amending process, which is an administrative function designed for plats that are approved by the Planning Commission or the Development Services Director, but not yet recorded with the Bexar County Clerk's office. The steps below outline how redline amending plats are processed.

1. Except for payment, the redline amending process is entirely external to the BuildSA system. ***DO NOT*** create an amending plat record for the redline amending plat process.
2. No official application is required for the redline amending process. A PDF of the requested redline amending plat will be submitted to the originally assigned case manager who will then route the proposed amendment to each applicable agency to include: DSD, Public Works, CPS Energy, Office of Historic Preservation, Parks and Recreation (residential only), San Antonio Water System (SAWS) and any other agency reviewing the originally approved plat. DSD case managers can provide the language and formatting used in the left-hand margin of the redline amending plat request.
3. The Director of DSD shall consider the redline amending request as provided in the UDC, following the process outlined in 35-441(a)(14).

## **Process:**

1. The applicant shall email the case manager responsible for managing the original case file with a request for a redline amending submission. Included in the email shall be a PDF of the redline request.
  - a) The PDF shall represent the plat as approved by Planning Commission or Director. Each of the requested changes to the approved plat shall be represented by an X or strike-through using red text. Changes to the originally approved plat shall be shown on the plat next to the information being changed (in red).
  - b) The DSD case manager will create and invoice a fee for \$250.00 in BuildSA using the "Special Fee" category. Once created, the engineer will be informed of the fee and invoice number. The fee can be paid via BuildSA under the original plat ID number, a check can be sent to DSD, or the personnel in the cashier's office can contact the payee via phone for payment.
2. DSD Subdivision staff will review the submission and make comments appropriate to the redline request. Once reviewed, comments will be sent the engineer via email.
3. Once the redline amending submission is deemed correct, DSD staff will send a PDF of the redline request, via email, to each of the appropriate agencies for approval. At the completion of a five (5) business day review, the DSD case manager will request a PDF of the final redline amending plat.
4. Upon receipt of the final redline amending plat, the PDF will be electronically forwarded to the Director for approval by way of digital signature. Once approved, the DSD case manager shall notify and coordinate with the engineer for a day/time for the engineering firm personnel to come to DSD to affect the approved amendments to the mylar.
5. After the approved modification is affected to the mylar, the assigned case manager shall scan the modified mylar and upload the case file on BuildSA using the document type label of "FINAL PLAT." Furthermore, the case manager will also upload the approved redline amending plat to BuildSA using the document type label of "Approved Redline Amending Plat."

## **Additional Information:**

- Approved mylars are not released out of the custody of DSD. All approved corrections must be affected at 1901 South Alamo Street, Land Entitlements section.
- Depending on the severity of the redline request, a request for limited review may be submitted to the DSD case manager. Limited review requests are approved at the discretion of the DSD staff. However, a limited review will not be approved for any modification affecting an easement, as stated in UDC Section 35-441(b).
- Each redline amending project will be affixed with a sticky back stating: "THIS PLAT CONTAINS AMENDMENTS APPROVED BY THE DIRECTOR OF DEVELOPMENT SERVICES ON: \_\_\_\_\_." Engineering firm personnel are responsible for providing this statement on sticky back for inclusion on the modified mylar.
- Modified mylars will be re-filed until each DO NOT RECORD (DNR) condition is met by the agency enacting the DNR condition. Mylars with no DNR conditions will progress to recordation.

Should you have any question concerning this process, please contact the Land Entitlements Section at (210) 207-0121.

**Summary:**

This Information Bulletin is for informational purposes only.

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