Development Services Department
Land Entitlements Section

Street Name Change General Development Process

1

Applicant submits application packet to DSD. The application packet must include a complete application, required documents and applicable fees (for application review, public notices, and replacement/installation of street signs)

Application Submittal

2

The Admin. Staff will processes the application and invoices for all fees (to include applicable COSA TCI and TXDOT fees).
The application is assigned to a Case Manager (CM) and Completeness Review begins.

Application Submittal

3

CM determines Completeness review within 10 working days after receipt.

Completeness Review (CR)

4

CM deems application complete. Application and supporting documents are prepared for distribution for Technical Review (TR).

Completeness Review

5

Application is distributed to the OHP to determine if case must be considered by HDRC.
HDRC consideration must be done prior to PC consideration.

Office of Historic Preservation (OHP)

6

TR includes sending all submitted information to the agencies listed below and they 10 working days to review and respond to the CM with a comments and/or recommendation.

The Reviewing Agencies (RA) include:

All City Departments	USPS	Bexar Metro 9-1-1
CPS Energy	Bexar County PW	BCAD
SAWS	Applicable School Districts	TXDOT
VIA Metropolitan Transit	Alamo Regional Mobility Authority	

Technical Review (TR)

7

Each RA provides comments to be addressed by the applicant, or a recommendation for approval, conditional approval, or denial is provided for PC consideration.

Technical Review Outcome

8

CM generates staff recommendation, to include RAs and HDRC's recommendations, for PC consideration.

Recommendation

9

CM schedules item for PC consideration at the next available meeting.
CM sends out 1st public notice (to abutting property owners) not less than 10 days prior to PC public hearing.

PC Consideration/ 1st Public Notice

10

PC makes recommendation of approval or denial

PC Recommendation

11

CM schedules request for City Council (CC) consideration.
2nd public notice is sent out not less than 10 days prior to CC public hearing.

CC Consideration/ 2nd Public Notice

12

CC considers request through a public hearing and makes decision of approval or denial.

Decision

13

CM notifies RAs and applicant of CC decision and sends copy of the Ordinance when applicable.
If approved, CM sends out 3rd final public notice.

CC Outcome / 3rd Final Public Notice

14

If approved, COSA TCI and TXDOT (as applicable) install new signs

Sign Installation

Development Services Department
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San Antonio, Texas 78204
For questions contact 210-207-1111