



**CITY OF SAN ANTONIO  
DEVELOPMENT SERVICES DEPARTMENT**

**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.): \_\_\_\_\_

---

---

---

---

---

---

---

---

\*Note: Local Government Code § 211.010 (b) and San Antonio City Code § 35-481 (b)(1) require that the applicant give notice of the specific grounds for the appeal. Failure to state the reasons for the alleged error and applicable code sections will result in the return of your application. Please attach additional pages if necessary.

Respectfully submitted:

Applicant's name: \_\_\_\_\_

Status: Owner ( ) Agent ( )

Mailing address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature Date

Property Owner: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate: \_\_\_\_\_

Email: \_\_\_\_\_

I, \_\_\_\_\_ the owner of the subject property, authorize

\_\_\_\_\_ to submit this application and represent me in this appeal before the Board of Adjustment.

Please include the following items with this appeal

- 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 \$600 (plus applicable administrative fees).**