



Instructions:

1. All applicable information must be legibly printed or typed for processing.
2. Application must include a copy of the notification and decision letter, and the rationale, in detail, for the request for appeal. Please attach additional pages as necessary. All additional pages must be numbered and labeled.
3. All signatures must be originals. Applications may not be faxed or emailed.
4. An application will not be accepted without the required application fee. All checks must be made payable to "City of San Antonio."
5. Any appeal of the decision of the Director to the Planning Commission will be based on information submitted to the Director for the related application.
6. Language interpreters are available and must be requested 48 hours prior to the meeting. For more information or to request an interpreter, call (210) 207- 6044. Hay servicios de traducción simultánea disponibles. Estos servicios deben ser pedidos con 48 horas de anticipación. Para más información o para servicios de traducción, llame al (210) 207- 6044

To the Honorable Members of the Planning Commission:

In reference to:

Project Name: _____

Application Type: _____ Application No.: _____

Address/Location: _____

Legal Description: _____

The Applicant, _____, alleges that the following error in an order, requirement, decision or determination has been made by an administrative officer in the enforcement of the City of San Antonio's Unified Development Code (UDC). *Please explain in detail by attaching a separate letter outlining the criteria below:*

As per the UDC, the appeal request letter must address the following criteria prior to submission.

1. If the applicant complies strictly with the provisions of these regulations, he/she can make no reasonable use of his/her property; and
2. The hardship relates to the applicant's land, rather than personal circumstance; and
3. The hardship is unique, or nearly so, rather than one shared by many surrounding properties; and
4. The hardship is not the result of the applicant's own actions; and
5. The granting of the variance will not be injurious to other property and will not prevent the orderly subdivision of other property in the area in accordance with these regulations.

APPLICANT INFORMATION

Business/Company Name: _____
Point of Contact: _____
Status: Owner Agent
Mailing address: _____
Telephone: Home/Office: () - Mobile: () -
Other phone: () - Email: _____

PROPERTY OWNER INFORMATION

Business/Company Name: _____
Point of Contact: _____
Mailing address: _____
Telephone: Home/Office: () - Mobile: () -
Other phone: () - Email: _____

AUTHORIZATION FROM PROPERTY OWNER

I, _____ the owner of the subject property,
authorize _____ to submit this application and represent
me in this appeal before the Planning Commission.

Property owner's signature Date

I, the undersigned, hereby certify that all information contained herein and the attached documents are true and correct to the best of my knowledge. I understand my continuing obligation to notify in writing the Development Services Department of the inaccuracy of any statement or representation that was incorrect when made or becomes incorrect by virtue of changed circumstances.

Applicant's Name Applicant's signature Date

Sworn to and subscribed before me by _____ on this _____ day of
_____ in the year _____, to certify which witness my hand and seal of office.

OFFICE USE ONLY
Application/Case No.: _____
Submittal Date: _____

Notary Public, State of Texas