



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN 516**  
Preliminary Development Plan Review Meetings

DATE: October 1, 2007/Revised/October 17, 2013/June 30, 2015/  
January 6, 2016/June 16, 2016/October 26, 2017/December 18,  
201/October 18, 2018

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 revised Information Bulletin (IB) 516 on Preliminary Development Plan Review (PDPR). This IB has been updated to revise contact information.

This meeting offers opportunities for the owner and/or owner's agent(s) to meet with DSD staff to discuss future development projects. These meetings will assist the owner and/or design team to identify items that need to be addressed or modified before the development plans are submitted to the City for review. It is recommended that the applicant provide at the meeting a site plan, conceptual elevations, photographs, survey, and any previous development history such as MDP, PUD, Plats, Rights Determination, etc. Please let us know: 1. If this project is receiving incentives and the type of incentive. 2. If this property was previously owned by the city and subject to a contract as a result of the purchase. This information will ensure staff is aware of your development needs and will provide you with the most accurate information in relation to your development.

**Scope:**

**Procedures:**

The following procedures are to be followed to set up and execute your PDPR.

1. In order to schedule a PDPR, submit a **PDPR Request Form** (see following example) via email, hand-delivery or mail to:

City of San Antonio  
Development Services Department  
Land Development Division  
Attn: Land Development Staff  
1901 S. Alamo St.  
San Antonio, TX 78204  
Phone: 210-207-0121, f: 210-207-4441, email:  
Primary: [kristine.brown@sanantonio.gov](mailto:kristine.brown@sanantonio.gov)  
Secondary: [hector.hernandez4@sanantonio.gov](mailto:hector.hernandez4@sanantonio.gov)

2. The City will return the PDPR Request form to the applicant via email with the scheduled date, time, and PDPR Number assigned for the meeting.
3. The PDPR Request Form shall be filled out completely and shall be signed by the person requesting the PDPR meeting.
4. The PDPR Request Form shall include check marks next to all the divisions that you wish to be present at the PDPR. Should you need to invite Plan Review staff from DSD Building Permits or set up a separate preliminary plan review meeting, please coordinate with [kristine.brown@sanantonio.gov](mailto:kristine.brown@sanantonio.gov) or by calling (210) 207-0121
5. There is non-refundable \$100.00 an hour (2-hr minimum) **fee for each division within Land Development that attends each PDPR meeting.** For example, if the Zoning, MDP, and Streets Divisions are requested to attend, the PDPR fee is **\$600.00 (\$200.00 x 3).**
6. **Payment of the PDPR fee is required (5) days prior to the meeting date.** Payment options are as follows: made in the Land Development counter intake area in person, sent over by Courier, or by credit card over the phone.
7. Rescheduling a meeting is permitted with no new payment of fees, provided notice is received at least 24 hours in advance of the scheduled PDPR meeting date.
8. The customer shall submit an agenda for the PDPR meeting to COSA DSD at least **(5) days** in advance of the PDPR along with the payment for the PDPR meeting. The proposed agenda is to be submitted via mail, hand delivered, or email to the contact listed in Item 1 above and clearly reference the PDPR Number and Project Name.
9. All PDPR meetings will be held at the COSA Cliff Morton Development and Business Services Center (CMDBSC) located at 1901 S. Alamo, San Antonio, TX 78204.
10. Each PDPR meeting is 2- hour minimum. If it is anticipated that more time is needed, additional PDPR meetings are to be requested. It is up to the customer to manage the meeting agenda and discussion to meet the time frame allotted. The customer(s) should plan to arrive at the COSA CMDBSC approximately ten (10) minutes prior to the PDPR meeting start time. The PDPR meeting will not be extended past the original end time due to the customer arriving late and/or due to the number of divisions requested.
11. COSA staff **will not** grant formal approval of any part of the development project during the PDPR meeting.

DSD encourages applicants to coordinate with the San Antonio River Authority (SARA) on projects that include Low Impact Development (LID) features or that would like to use LID features as an incentive in the development process. For additional information regarding LID, please contact Jake Aalfs, with SARA at 210-302-3248 or at [jaalfs@sara-tx.org](mailto:jaalfs@sara-tx.org). CPS will attend Land Developments PDPR meetings when requested for related CPS/Platting questions. For information/questions regarding CPS Energy PUPR meetings effective July 1, 2016. Please contact Shawn Eddy at 353-8840 email them at [ce@cpsenergy.com](mailto:ce@cpsenergy.com).

We hope that this customer service initiative will help you identify and address future development concerns prior to submitting development applications, which should assist your project in meeting your development goals.

Should you have any questions regarding the Preliminary Development Plan Review Meeting process, please contact a Land Development Services representative at 210-207-0121

**Summary:**

This Information Bulletin is for informational purposes only.

**Prepared by:** Luz Gonzales, Principal Planner

**Reviewed by:** Catherine Hernandez, Development Services Administrator

**Authorized by:** Melissa Ramirez, Assistant Director

Attachments:

1. PDPR Request Form



# CITY OF SAN ANTONIO

## DEVELOPMENT SERVICES DEPARTMENT

### Land Development Division

1901 S. Alamo, San Antonio, TX 78204

### PRELIMINARY DEVELOPMENT PLAN REVIEW REQUEST FORM

**PROJECT NAME:** \_\_\_\_\_

**Project Address and  
Legal Description:** \_\_\_\_\_

**Project Acreage:** \_\_\_\_\_ **No. of Phases:** \_\_\_\_\_

**Proposed Project** \_\_\_\_\_ **No. of Guests:** \_\_\_\_\_

**Description** (include land use and any other associated project information): \_\_\_\_\_

**Previous Development** \_\_\_\_\_

**Permits** (identify any past MDPs, PUDs, Plats, Rights Determination, etc., incentives associated with the project.): \_\_\_\_\_

**PDPR REQUEST BY:** \_\_\_\_\_ **Meeting date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Tel #: Fax #:** \_\_\_\_\_

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

**Signature:** \_\_\_\_\_

Please check the Divisions you would like present at the meeting. Note that there is \$100.00 an hour (2-hr. minimum) fee for each division within Land Development that attends each PDPR meeting, the fee is to be paid (5) days prior to the meeting.

- |  |   |                                      |
|--|---|--------------------------------------|
| <input type="checkbox"/> MDP/Plats           | <input type="checkbox"/> Tree/Landscape | <input type="checkbox"/> CPS *       |
| <input type="checkbox"/> Zoning/BOA          | <input type="checkbox"/> SAWS *         | <input type="checkbox"/> TIA/Streets |
| <input type="checkbox"/> TCI - Storm Water * | <input type="checkbox"/> Parks *        | <input type="checkbox"/> VIA *       |
| <input type="checkbox"/> Bexar County *      | <input type="checkbox"/> SARA *         | <input type="checkbox"/> OTHER _____ |

\* No Fee for these entities

|                                    |                                |
|------------------------------------|--------------------------------|
| <b><u>For Office Use Only:</u></b> |                                |
| <b>PDPR #:</b>                     | <b>Scheduled Meeting Date:</b> |
| <b>Time slot:</b>                  |                                |

Note: an Agenda, Site Plan and/or aAerial for the PDPR meeting is required to be submitted to COSA DSD at least five (5) days

in advance of the PDPR meeting. The proposed agenda is to be submitted via email to [kristine.brown@sanantonio.gov](mailto:kristine.brown@sanantonio.gov) and is to clearly reference the PDPR # and Project Name.