



CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT

REQUEST FOR A SPECIAL EXCEPTION
to the
SAN ANTONIO BOARD OF ADJUSTMENT
for a
ONE OPERATOR BEAUTY/BARBER SHOP

CITY OF SAN ANTONIO
COUNTY OF BEXAR
STATE OF TEXAS

TO THE HONORABLE BOARD OF ADJUSTMENT:

Property Description:

Lot _____

Block _____

NCB _____

Property Address: _____

Zoning _____

The Applicant, _____, of _____ County, requests the San Antonio Board of Adjustment consider a special exception to allow the operation of a one operator beauty shop or a one operator barber shop at the property identified above, pursuant to Section 35-399.01 of the Unified Development Code (UDC).

Section 35-399.01 Barber Shops and Beauty Shops may be permitted in all residential zones established by this chapter subject to the following limitations, conditions, and restriction (please initial):

- _____ 1. A site plan shall be submitted indicating the size and location of all structures on the property. In addition, photographs of the structure in which the barbershop or beauty shop is to be located shall be submitted.
- _____ 2. The residential architectural appearance of the structure shall not be changed to that of commercial, although a separate entry for the barber shop or beauty shop shall be permitted.
- _____ 3. Signs advertising the barbershop and beauty shop are not permitted, but a name plate not to exceed one (1) square foot is permitted, when attached flat to the main structure.
- _____ 4. The barber shop or beauty shop shall be located within the main structure of the lot and not utilize more than 25% of the gross floor area of the first floor. In case of a barber shop or beauty shop in a duplex, the 25% gross floor area shall be calculated on one (1) living unit of the duplex. In the case of a barber shop or beauty shop in an apartment unit, the Board of Adjustment shall determine the area to be used for said operations.
- _____ 5. The barbershop or beauty shop shall be limited to one (1) operator shop.
- _____ 6. No person not residing in the premises may be employed in the operation of the barber shop or beauty shop.
- _____ 7. Hours of operation shall be regulated by the Board and shall be specified in the minutes of the case.
- _____ 8. The Barber/Beauty Shop shall not be contrary to the public interest.
- _____ 9. Granting of the permit for a barber shop or beauty shop in conjunction with a residential use is to be for a definite period of time not to exceed two (2) years for the initial application, and not to exceed (4) years for any subsequent application, and only after notice and hearings as provided in this chapter for appeals to the Board of Adjustment. To qualify as a subsequent application, the permit must be applied for prior to the expiration of the previous permit.

Proposed days and hours of operation: _____

Comments:

Respectfully submitted:

Applicant's name: _____

Status: Owner () Agent ()

Mailing address: _____ City _____ State _____ Zip _____

Telephone: (Home) _____ (Work) _____

Other phone: _____ Email: _____

Applicant's signature

Date

Representative's name: _____

Mailing address: _____ City _____ State _____ Zip _____

Telephone: (Home) _____ (Work) _____

Other phone: _____ Email: _____

Name of Property Owner: _____

Mailing address: _____ City _____ State _____ Zip _____

Telephone: (Home) _____ (Work) _____

Other phone: _____ Email: _____

I, _____ the owner of the subject property, authorize
_____ to submit this application. I also authorize
_____ to represent me in this request before the
Board of Adjustment.

Property Owner signature

Date

Please submit:

Filing Fee - \$400.00

Check made payable to: **City of San Antonio**

- Plot Plan
- Photographs of the structure to be used
- Property Deed
- Proposed hours of operation
- Floor plan of proposed beauty shop or barber shop operation

Other

- \$10 Land Development Convenience Fee if submitted by paper (No fee when submitting through Build-SA)

AN APPLICATION CAN ONLY BE ACCEPTED BY MAIL IF IT IS COMPLETE. HOWEVER, INCOMPLETE APPLICATIONS, ALONG WITH THE REQUIRED FEES, WILL BE MAILED BACK TO THE APPLICANT IN ACCORDANCE WITH CITY CASH HANDLING POLICIES.

Required Acknowledgements

Please read the following statements carefully and initial on the respective line. By placing your initials next to the statements below, you, **the property owner**, are stating that you agree with and will abide by these requirements (please initial acknowledging adherence).

Initial

_____ By filing this request for a variance, I understand that any construction that requires said variance shall cease until such time that the variance is approved, if applicable. Should the Board of Adjustment deny the request, I may pursue an appeal or bring my property into compliance in accordance with any and all City codes **within 30 days**.

_____ I understand that prior to the hearing of this case by the Board of Adjustment, staff will conduct a thorough site visit in order to take photographs of the property for use at the public hearing. This site visit may necessitate complete access to the subject property. Staff will make a reasonable attempt to contact the property owner 24 hours prior to visiting the site. I understand that it is my responsibility to ensure that conditions at the subject site will not create a hindrance to city staff. If site conditions are not conducive to staff completing the necessary task during the site visit, your case may be delayed.

_____ Any exhibits submitted by the applicant (audio, visual, document, or otherwise) must be submitted to staff at least 24 hours prior to the public hearing and must be made part of the official record and will not be returned. I also understand that I or a representative must be present at the public hearing.

_____ Refunds will be issued in accordance with the department cash handling policy and will be subject to a \$100 processing fee. This fee is charged for all refund requests. Refunds may only be issued if request is submitted prior to the case being published in a newspaper of general circulation.

_____ A \$10 Land Development Convenience Fee will be added to this application when not submitted through Build-SA. We highly encourage submitting all applications through Build-SA starting 1 October 2018 at www.sanantonio.gov/dsd

_____ In case of conflict, the English version of all documentation will govern. You acknowledge receipt of this application written in the English language, with the Spanish language text where applicable, and the important terms herein. Some future correspondence may only be available/provided in English.

(En caso de un conflicto de interpretación, la versión en inglés de toda documentación gobernará. Usted reconoce el recibo de esta solicitud escrita en el idioma inglés, con texto en español donde aplica y de los términos importantes. Alguna correspondencia futura podría ser disponible/proveado a solamente en inglés.)

Language interpreters are available and must be requested 48 hours prior to the meeting. For more information or to request an interpreter, call Kristie Flores at (210) 207-5876.

Hay servicios de traducción simultánea disponibles. Estos servicios deben ser pedidos con 48 horas de anticipación. Para más información o para servicios de traducción, Kristie Flores al (210) 207-5876.