



CITY OF SAN ANTONIO  
**DEVELOPMENT SERVICES DEPARTMENT**

**REQUEST FOR A SPECIAL EXCEPTION**  
to the  
**SAN ANTONIO BOARD OF ADJUSTMENT**  
for a  
**NON-COMMERCIAL PARKING LOT**

**CITY OF SAN ANTONIO  
COUNTY OF BEXAR  
STATE OF TEXAS**

**TO THE HONORABLE BOARD OF ADJUSTMENT:**

Property Description (Attach field notes if necessary):

Lot \_\_\_\_\_

Block \_\_\_\_\_

NCB \_\_\_\_\_

Zoning \_\_\_\_\_

Property Address: \_\_\_\_\_

The Applicant, \_\_\_\_\_, of \_\_\_\_\_ County, requests the San Antonio Board of Adjustment consider a special exception to allow a noncommercial parking lot at the property identified above, pursuant to Section 35-399.02 of the Unified Development Code (UDC). A non-commercial parking lot is defined as an area or structure area used exclusively for the temporary storage of motor vehicles in residentially zoned areas.

**Items Required:**

- UDC Requirements Acknowledgements
- Site Plan
- Filing Fee — \$600.00
- Required Acknowledgements
- Property Deed
- Authorization Page
- \$10 Land Development Convenience Fee if submitted by paper (No fee when submitting through Build-SA)

## UDC Requirements

**An application shall be submitted to the Development Services Department with two layouts of the parking lot. The parking layout shall illustrate the following as per Section 35-399.02. Please initial each item below, indicating you understand and accept these requirements.**

- \_\_\_\_\_ (1) The parking lot shall be used only for the noncommercial parking of private motor vehicles of customers and employees. All other uses, including but not limited to the following, are prohibited: (1) the sale, display, storage, repair, servicing, or dismantling of any vehicles, equipment, or merchandise; (2) the parking of vehicles awaiting repair or service; and (3) the parking of trucks over three-fourths ( 3/4) ton capacity.
- \_\_\_\_\_ (2) Within the single-family residential districts, noncommercial parking lots may be authorized by the board of adjustment for only those uses permitted by right or which have received special approval of the city council within these districts.
- \_\_\_\_\_ (3) The property on which the proposed parking lot is to be located shall be platted in accordance with article IV, division 4 of the UDC.
- \_\_\_\_\_ (4) The parking lot shall be properly graded for drainage; surfaced with concrete, asphaltic concrete, or asphalt; and maintained in good condition. The parking lot shall be kept free of weeds, litter, and debris.
- \_\_\_\_\_ (5) Individual parking spaces shall meet the minimum size requirements of the parking standards of the UDC.
- \_\_\_\_\_ (6) No advertising signs shall be permitted on the parking lot other than signs indicating the owner or lessee of the lot and providing parking instructions. Sign lettering shall be limited to a maximum height of six (6) inches.
- \_\_\_\_\_ (7) With the exception of required buffers, landscaping and primary egress and ingress entry devices, no parking spaces or drives of the parking lot shall encroach within the front setback. The parking lot shall maintain a minimum setback of ten (10) feet along all other perimeters adjacent to public streets or residential zones. The board of adjustment may vary the setback as necessary to protect the residential neighborhood. Barriers shall be installed to prevent parking within the required setback areas.
- \_\_\_\_\_ (8) Parking lot driveways shall be located so as to minimize interference with residential traffic. If a parking lot abuts two (2) streets of different classifications (e.g., collector versus local street), access shall be restricted to the street with the higher classification.
- \_\_\_\_\_ (9) Unless specifically authorized by the board of adjustment, the parking lot shall not be used between 7:00 p.m. and 7:00 a.m. If authorized to be used at night, the lot shall be properly and adequately lighted. The standards to which the lights are affixed shall not exceed fifteen (15) feet in height and the lighting shall be confined within the boundary lines of the parking lot. The parking lot shall be provided with a gate or other sufficient barrier against vehicle entry during the hours the facility served is closed.
- \_\_\_\_\_ (10) Landscaping. All required front, side, and rear setback areas shall be landscaped and attractively maintained. The minimum plant requirements per one hundred (100) linear feet of setback area shall include two (2) canopy trees, four (4) understory trees, and twenty (20) shrubs. In addition the setback areas shall be planted with lawn or evergreen ground cover. Plant requirements shall be applied proportionally to setback areas of less than one hundred (100) feet in length. Existing plants which meet the plant criteria may be counted toward satisfying the landscape requirement. In addition to the setback areas, an additional ten (10) square feet of landscaped area shall be provided and maintained for each parking space over twenty-five (25) spaces. This additional landscaped area shall be distributed in islands and medians throughout the interior of the parking lot and shall be protected with barriers to prevent damage from vehicles. Required landscaped areas shall be provided with either an underground irrigation system or a water connection within one hundred fifty (150) feet of all landscaping. Should the landscaping provisions of this paragraph conflict with any other landscape provisions of the UDC, the more restrictive of the regulations shall apply.

- \_\_\_\_\_ (12) Application for a noncommercial parking lot shall be filed by the owner, lessee, or authorized agent with the Development Services Department. The application shall be accompanied by a site plan drawn to scale depicting the parking lot layout, proposed driveways, and all construction materials and landscaping.
- \_\_\_\_\_ (13) Granting of a special exception for a noncommercial parking lot shall be for a definite period of time not to exceed four (4) years, and only after notice and a public hearing as provided in this article for appeals to the board of adjustment. In granting a special exception, the board of adjustment may require the noncommercial parking lot to conform to such other conditions as the board may deem necessary to protect the character of the zoning district in which the lot is located.
- \_\_\_\_\_ (14) Prior to actual use of a noncommercial parking lot, the owner or lessee shall obtain a **certificate of occupancy** from the planning and development services department to verify compliance with the conditions of the special exception. **If a certificate of occupancy is not secured within six (6) months of the date of approval, the special exception shall be null and void and have no force or effect.**
- \_\_\_\_\_ (15) Noncommercial parking lots located in a historic district or landmark site shall conform to the regulations of division 10 of this article and shall require approval of the parking lot plan from the board of review for historic districts and landmarks prior to construction.

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

**AN APPLICATION CAN ONLY BE ACCEPTED BY MAIL IF COMPLETE. INCOMPLETE APPLICATIONS, ALONG WITH ANY SUBMITTED 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](http://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.**