

**Appendix D**

**PLAN AMENDMENT APPLICATION**

**PROJECT INFORMATION:**

<b>DEPARTMENTAL USE ONLY</b>	
FEE: \$ _____	FILE NUMBER: _____
COMPREHENSIVE PLAN COMPONENT(S) SUBJECT TO APPLICATION: _____ _____	
NEIGHBORHOOD ASSOCIATION(S): _____	
CITY COUNCIL DISTRICT(S): _____	
APPLICATION DATE: _____	CITY INITIATED: YES/NO
TENTATIVE PC DATE: _____	
TENTATIVE CC DATE: _____	
CASE MANAGER: _____	APPLICATION ACCEPTED BY: _____
PLAN INDICATOR(S) AFFECTED: _____	

**OTHER PROJECT DATA:**

APPLICANT: _____ TEL: _____ (If applicant is different from owner, please complete attached affidavit.)
PROPERTY OWNER'S NAME: _____ TEL: _____
PROJECT NAME: _____
PROJECT STREET ADDRESS: _____
LEGAL DESCRIPTION: LOT _____ BLOCK _____ NCB _____ (If a plat reference is not available, please provide field notes or metes and bounds description)
PARCEL TAX ID NUMBER(S): _____

<b>AREA SUBJECT TO PLAN AMENDMENT:</b>
ACRES: _____ (or) SQUARE FEET: _____
<b><i>PLEASE SUBMIT BEXAR APPRAISAL DATA WITH LEGAL DESCRIPTIONS AND ACREAGE OF THE SUBJECT PROPERTY(S)</i></b>
REQUESTED CHANGE TO FUTURE LAND USE MAP DESIGNATION: (please attach map designating tracts to be changed) _____ _____
REQUESTED CHANGE TO PLAN TEXT: _____ _____

ITEM AND PAGE NUMBER(S) OF COMPREHENSIVE PLAN DOCUMENT:

**AREA SUBJECT TO REZONING, IF APPLICABLE:**

(NOTE: A SEPARATE APPLICATION FOR REZONING IS ALSO REQUIRED)

TRACT #	ACRES OR SQ FT	EXISTING ZONING	EXISTING USE	PROPOSED ZONING	PROPOSED USE

**RELATED PLANS:**

MASTER DEVELOPMENT PLAN? YES/NO FILE #: \_\_\_\_\_  
 PUD PLAN? YES/NO FILE #: \_\_\_\_\_  
 SUBDIVISION PLAT? YES/NO FILE #: \_\_\_\_\_  
 RESTRICTIVE CONVENANT? YES/NO  
 VOLUME/PAGE #: \_\_\_\_\_  
 CITIZEN PARTICIPATION PLAN? YES/NO

**REASON FOR COMPREHENSIVE PLAN AMENDMENT REQUEST:**

(PLEASE ATTACH ADDITIONAL SHEETS, IF NECESSARY)

SIGNATURE OF OWNER OR AUTHORIZED AGENT: \_\_\_\_\_

**FEE SCHEDULE EFFECTIVE OCTOBER 1, 2009:**

0 - 0.5 acres = \$735.00                      0.51 - 5.0 acres = \$1,577.50  
 5.01 - 10.0 acres = \$2,445.00            10.01 - 25 acres = \$3,820.00  
 Greater than 25 acres = \$3,820 + \$110.00 per additional acre to maximum of \$11,500.00

**SUPPLEMENTAL MATERIALS REQUIRED:**

- AFFIDAVIT OF PROPERTY OWNER, IF APPLICABLE
- MAP DESIGNATING PROPERTIES SUBJECT TO THE COMPREHENSIVE PLAN AMENDMENT
- BEXAR APPRAISAL DATA WITH SUBJECT PROPERTY LEGAL DESCRIPTIONS AND ACREAGE

Sept 11, 2009

- ❑ CONCEPTUAL SITE PLAN INCLUDING LOCATION OF STRUCTURES, EASEMENTS, WATER SOURCES, FENCES, CURB CUTS, SIDEWALKS AND STREET AND ALLEY RIGHT OF WAY LINES
- ❑ FIELD NOTES OR METES AND BOUNDS DESCRIPTION OF PROPERTY, IF APPLICABLE
- ❑ DEED RESTRICTIONS, IF APPLICABLE

**AFFIDAVIT**

STATE OF TEXAS  
COUNTY OF BEXAR

BEFORE ME, the undersigned official, on this day personally appeared \_\_\_\_\_,  
who is personally known to me and first being duly sworn according to law upon his/her  
oath deposed and said:

*"My name is \_\_\_\_\_ I am over eighteen (18) years of age and I  
reside at \_\_\_\_\_ I have personal knowledge of the facts stated  
herein, and they are all true and correct. I own property which is the subject of this request.  
I have designated \_\_\_\_\_ to represent me in filling an application for  
Comprehensive Plan Amendment with the City of San Antonio Planning and Development  
Services Department, and to appear on my behalf at all necessary meetings of the Planning  
Commission with respect to this request. In relation to this, my understanding that as  
owner of the aforementioned property, either I or my representative may apply and appear  
on behalf of the request."*

\_\_\_\_\_  
Affiant

On \_\_\_\_\_, 20\_\_\_\_, personally appeared \_\_\_\_\_, and  
having been duly sworn by me, subscribed to the foregoing affidavit and has stated that the  
facts stated herein are true and correct.

\_\_\_\_\_  
Notary Public, State of Texas

## INSTRUCTIONS

**1. Project Information:** Section to be completed by the Planning and Development Services Department.

**2. Other Project Data:**

a. Applicant – Provide name of applicant requesting the Comprehensive Plan amendment. If applicant is different from owner, please complete and notarize the attached affidavit.

b. Owner’s Name – Provide name of current owner. Only the current owner or authorized agent may apply for a change of zoning. In addition, if ownership is scheduled to change prior to the completion of the amendment process, please provide name of prospective owner(s).

c. Project Name – Indicate name of project, if applicable.

d. Project Street Address(es) – Indicate the address or range of addresses along any street abutting the property. For assistance, contact Addressing Services in the Planning and Development Services Department, Development and Business Services Center, 1901 S. Alamo.

e. Legal Description – Indicate the location of the property described according to a subdivision plat filed at the County Court House or City Tax Rolls. If a plat reference is not available, please provide field notes or metes and bounds description of the property.

f. Parcel Tax ID Number(s) – Please provide the parcel identification information according to the Bexar Appraisal District. *For assistance, contact the Bexar Appraisal District (210) 224-8511 or visit <http://www.bcad.org>*

**3. Area Subject to Plan Amendment:**

a. The area of the tract(s) for which an amendment is being requested shall be shown in acres or square feet.

b. If the amendment requires a change to the future land use designation, please explain the requested change and attach a map designating the tracts to be changed.

c. If the amendment requires a change to the plan text, please explain the requested change including the item and page number(s).

**4. Area Subject to Rezoning:**

Please indicate both the existing and proposed zoning and use(s). If more than one tract is involved, identify the tract by number and corresponding acreage or square footage. *Information on zoning maybe obtained from the Zoning Division of the Planning and Development Services Department located at the Development and Business Services Center, 1901 S. Alamo.*

**5. Related Plans:**

If this property is subject to a Master Development Plan or POADP, or if there are any pending requests on the property covered by this application, please provide the appropriate reference information. Also, deed restriction information must also be provided, indicating the volume and page numbers of the deed conveying the property to the present owner. *This information is located on the deed or is available in the County Clerk's Office, Bexar County Courthouse.*

**6. Reason for Plan Amendment Request:**

Please provide a brief summary identifying all reasons the Plan amendment is being requested at this time. Be sure to include a description of all proposed land uses for the subject property.

- a. It is important to send a Letter of Intent that includes the reasons for the Plan Amendment and a copy of the map designating properties subject to the Plan amendment to the members of the plan area's Planning Team for review. While this step is not mandatory, input from planning team members is received during the public hearing process, since planning teams are notified of the public hearing by mail. The Neighborhood & Urban Design Section staff can provide a list of planning team members to an applicant upon request.

**7. Fee Schedule**

Te fees on all plan amendments will be based on the acreage of subject property(s). The fee schedule can be found on page two of the application.

**8. Supplemental Materials Required:**

- a. Map designating properties subject to the Plan amendment. For the purposes of this application, it may be a copy of the same map used for a rezoning application or a tax map from the Bexar Appraisal District.
- b. Bexar Appraisal data can be obtained from the Bexar Appraisal District website at [www.bcad.org](http://www.bcad.org). When visiting the Bexar Appraisal website click on "Property Search" and follow instructions that will assist in identifying the subject property. Please attach the property information to include legal description(s), ownership, and acreage.
- c. Conceptual site plan including location of structures, easements, water sources, fences, curb cuts, sidewalk and street and alley right of way lines. *Plot plan forms are available from the Planning and Development Services Department.*

- d. Field notes or metes and bounds description of the property should be provided if a legal description of the property is not available.
- e. Deed Restrictions – please provide copies of all deed restrictions.