

**Appendix K**

**CITY OF SAN ANTONIO**  
**Planning & Development Services Department**  
 Neighborhood Planning & Urban Design  
 PO Box 839966, San Antonio, TX 78283-3966  
 Phone: 207-7873 Fax Number: 207-7897

**NEIGHBORHOOD CONSERVATION DISTRICTS  
 APPLICATION**

General Information

Applicant Organization / Neighborhood / Commercial District (Proposed NCD Name):

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Tel (day): \_\_\_\_\_ Tel (evening): \_\_\_\_\_ FAX: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

NCD Plan Development Team:

*The Planning and Development Services Department encourages applicants to include all stakeholders within a proposed district, such as property owners, business owners, area institutions and neighborhood associations. By completing and signing the following application, stakeholders are indicating their commitment to participate in the NCD Plan, including the design standard development process. Use an additional sheet if necessary.*

Name	Affiliation w/ N'hood <small>Residential or Commercial Property Owner, Business Owner, Area Institution, etc.)</small>	Tel/Fax	E-mail


Proposed Boundaries

*Identify the following information, which will be used to determine eligibility. Once a neighborhood organization is selected to participate in the NCD program, a formal analysis will be performed by NCD staff, prior to NCD initiation, to determine whether the following NCD criteria have been satisfied.*

a) **Does the desired NCD area contain at least one block face?**

- Yes
- No

b) **What is the approximate number of parcels with existing structures in the desired NCD area? \_\_\_\_\_**

c) **Are 75% of the existing structures 25 years or older?**

- Yes
- No

d) **What is the approximate number of total parcels in the desired NCD area?**  
\_\_\_\_\_

e) **What is the approximate number of vacant parcels in the desired NCD area?**  
\_\_\_\_\_

**Attach a map, outlining the desired NCD boundary that your community understands as one that contains unique, character defining elements that satisfy the initial requirements for an NCD.**

**Initiation**

*Please indicate which one of the following methods your neighborhood or commercial area will utilize to initiate the NCD Designation Process:*

- Owners who represent 51% of the total land area in the proposed district, or**  
*Petitions will be required at later date*
  
- 51% of the total number of property owners within the proposed district, or**  
*Petitions will be required at later date*
  
- Planning Director, pursuant to a:**
  - Neighborhood or Community Plan, adopted by City Council, or**  
*Attach excerpt from Plan*
  - City or community revitalization program**  
*Identify specific program \_\_\_\_\_*

**Does the proposed NCD include an area represented by more than one organization?**

\_\_\_\_\_

**If so, what is the name(s) of the other organization/association?**

\_\_\_\_\_

**Organizational Capacity**

*The NCD development process can take approximately 8 to 12 months, from its initiation to the adoption of the NCD ordinance at City Council. It is important that there be a commitment from the organization to maintain interest and provide input throughout the duration of the process, regardless of the status of external issues.*

**Have any planning efforts been completed within the last 5 years, in the area proposed as a NCD? If so, please explain the efforts or identify the plan document(s).**

\_\_\_\_\_  
\_\_\_\_\_

**Will an established neighborhood or business organization assist with the development of the NCD Plan, including design standards, during the designation process? If so, please identify the organization's name and the name/telephone of the organization's leader or representative.**

\_\_\_\_\_

If applicable:

How often does this organization meet? \_\_\_\_\_

How many active members are there? \_\_\_\_\_

Does the organization produce a newsletter? \_\_\_\_\_

If so, how often is it distributed? \_\_\_\_\_

## □ Character Defining Elements

*The NCD design standard development process is the basis of the NCD program, and will provide the outline for the staff review process for all projects developed in the NCD area, subsequent to the adoption of the NCD ordinance. It is important to have a clear understanding of the character/issues present in the neighborhood, in order to define those elements desired in design standards.*

**Please describe how the following design elements are important issues in your neighborhood. All of the standards must be addressed in the designation process. However, you may address elements by stating “not applicable.” In addition, please submit photographs that reflect the issues defined by your responses.**

**a) Building height / No. of Stories:** *(ex: properties are one-two stories, under 35 ft. in height)*

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**b) Building size/massing:** *(ex: properties are 1000-2000 sf w/ detached garages in back of the lots)*

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**c) Principal elevation features:** *(ex: primary bldg. materials are wood siding or stucco; properties have wood windows and front porches, and are elevated from the ground 2-4 ft.)*

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**d) Lot size / coverage:** *(ex: lot sizes are 1-3 acres, with one primary structure of*

approximately 3000 sf

e) Front, side yard setbacks: (ex: commercial structures maintain a front setback of less than 12 ft.)

f) Off-street parking and loading requirements: (ex: parking lots are located behind commercial structures; bus shelters along right-of-ways and refuse container locations are landscaped)

g) Roof line/pitch: (ex: residential structures maintain a roof pitch of at least 5:12; commercial structures generally maintain flat roof lines)

h) Paving/ hardscape covering: (ex: residential lots maintain a single width driveway; commercial paving generally covers less than 50% of lot)

**Other Issues**

Please give a brief description and photographs of any other design or development issues that may be addressed through a Neighborhood Conservation District. Attach a separate sheet, if needed.

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*Name - NCD Neighborhood or Commercial Area Representative*

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*Signature*

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*Date*