



CITY OF SAN ANTONIO

November 3, 2008

Dear Neighborhood Leader:

As a neighborhood association registered with the City of San Antonio, the Planning and Development Services Department is asking your organization to complete the attached "Update Form." The information you provide will be used to update our Neighborhood Association Listing and improve our database in order to provide the Zoning staff of the Land Entitlements Division with current information on your neighborhood association. This information will be used by the Zoning staff to send notices about pending zoning cases to any registered neighborhood association whose boundaries fall within 200 feet of a zoning case. Additionally, applicants are encouraged to meet with registered neighborhood associations within 200 feet of a property for which a Master Development Plan is proposed and file a Citizen Participation Plan to be included as documentation in the public hearing concerning the proposed development.

To maintain your organization's registration, we require that you submit any amendments to the bylaws made since October 2007 and your current officers list. Please return the completed form, along with updates to the officers list and any amendments to the bylaws, to the Planning and Development Services by Monday, December 15, 2008. Once the updates are completed, the Planning and Development Services Department will have current information for the Neighborhood Association Listing. It is of utmost importance that we have the most current information and supporting documentation in order to ensure neighborhood participation in the development process that may impact your neighborhood. If we do not receive an updated officers list, and bylaws amendments (since October 2007), your organization will be noted in the registry as inactive, and will no longer receive notices for public hearings on zoning, plan amendment, board of adjustment, and demolition cases. Organizations maintaining an inactive status for two years will be removed from the registry.

You can request the listing from the Planning and Development Services Department anytime throughout the year. The Planning and Development Services Department's website (www.sanantonio.gov/planning) also has an abridged Neighborhood Association Listing. This information can be accessed at City libraries and on personal computers. Neighborhood Association boundaries can be accessed through the department's zoning map by activating the voluntary and mandatory neighborhood association boundaries (maps.sanantonio.gov/website/zoning/viewer.asp).

Thank you for making the Neighborhood Association Listing a current and valuable resource for the entire community. Please call Loretta Olson, Senior Planner, at 207-7919 if you have any questions. Also, please write, call or fax the Planning and Development Services Department to inform us of changes in your contact person, boundaries, or other news throughout the year.

Sincerely,

A handwritten signature in cursive script that reads "Patrick Howard".

Patrick Howard, AICP, Assistant Director
Comprehensive Planning Division
Planning and Development Services Department

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
P. O. BOX 839966
SAN ANTONIO, TEXAS 78283-3966

TEL: (210) 207-7873
TTY: (210) 207-7911
FAX: (210) 207-7897



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