

1. Consideration Request

The request should be **in writing and include exhibits** with a map of the area, pictures of signage or monuments and other visuals that can assist in processing a request. A request should include:

- date the request is being submitted
- nature of the request (closure, purchase, sale, vacate, permit)
- purpose for the request
- the petitioner (requestor) or representative if applicable
- contact information: address, phone number and email
- Check/money order with processing fee made payable to: *City of San Antonio*

2. Processing Fee Schedule

Fee schedule as stated in Chapter 37 of the Municipal Code, Section 37-22

a. Encroachments on Public Streets Alleys,	\$100 Processing Fee & \$500 Permit Fee
b. Governmental-Related Agreements	\$500 Processing Fee
c. Use of City Easement Property by Private Parties	\$500 Processing Fee
d. Licenses of City Property	\$815 Processing Fee
e. Closure, Vacation and Abandonment of Public Right of Way	\$815 Processing Fee
f. Sale of Surplus Real Property	\$815 Processing Fee
g. Granting and Releasing Easements	\$815 Processing Fee
h. Rights of Entry	\$815 Processing Fee

3. Closure/Vacate/Abandonment of a public right-of-way

A Petition signed by ALL abutting property owners is required before a request will be processed. If one abutting owner refuses to sign the petition the request cannot move forward. Requests are assigned to an Analyst who will contact the Petitioner's/applicant to confirm the request is in process. The Analyst will guide the Petitioner's/applicant throughout the process by providing updates on the status, items to be completed, and advise if additional information is needed.

4. Canvassing

All requests must be canvassed throughout the City and partnering agencies (SAWS, CPS, VIA, SARA and others who might have an interest in the request).

- a) Departments and agencies are given 30 days to respond. (The timeframe can be extended if additional information is requested.)
- b) At the end of the canvassing process, responses (approval, denial, or conditional approval) are reviewed and the petitioner is contacted with the results. If there is approval between the City and Petitioner's/applicant, the project moves forward.
Conditional approval examples:
 - (i) Allowing access to the property to operate,
 - (ii) Repair and/or maintain existing infrastructure,
 - (iii) Public safety issues cited by Fire/EMS or the Police department,
 - (iv) Truck routes and turnarounds for Solid Waste trucks required
- c) Denials are forwarded to the Petitioner's/applicant. Petitioners/applicant can contact the department/agency denying the request for possible resolution. It is the responsibility of the Petitioners/applicant to make contact with the department and resolve the reasons for denial.
 - (1) The department can send an amended response to have the project continued.
 - (2) Unresolved denials result in ***termination*** of request.
 - (3) If a city department or agency identifies a use for the property, the request would be ***terminated***.

5. Surveys and Appraisal

Surveys and Appraisals are ordered for approved requests.

- **Surveys:**
A survey will be required at **Petitioner's/applicant's cost**. The survey will be recorded upon approval by City Council.
- **Appraisal:**
If an appraisal is required we will be ordered one at **Petitioner's/applicant's cost**.

6. Final Steps

- i) All parties are in agreement with the conditions (restrictions)
- ii) Fair Market Value offered
- iii) Appropriate method of conveyance executed
- iv) Cost and fees are collected
- v) Planning Commission and City Council consideration scheduled

7. Planning Commission

The Planning Commission meets each 2nd and 4th Wednesday from 2:00-4:00 at the Department of Planning & Community Development office at 1901 S. Alamo, San Antonio, TX 78204.

It is highly desirable for the Petitioners/applicant to attend the public hearing to be available for any questions from the Commissioners. Petitioners/applicant should discuss their availability to attend the meeting with the Analyst. The request is placed on the agenda approximately two (2) weeks prior to the meeting. Petitioners/applicant will be notified of the date and time. Analyst will prepare a presentation for the Commissioners to provide background information of the request, canvassing results, agreements and any recommendations. The Commissioners may ask questions to clarify, and will vote on whether to make a recommendation of approval to City Council.

City Council

It is critical that the Petitioner's/applicant be available to Staff and respond quickly to any requests for additional information (clarification). Untimely responses will delay the request and push it to the next available council date. Plan to attend the City Council session. City Council meets in City Council Chambers, Municipal Plaza, 114 W. Commerce, San Antonio, TX 78205 each Thursday (except the 4th Thursday) of the month at 9:00 a.m. Real Estate items are usually placed on the Consent Agenda which is presented during the morning session. When the Consent Agenda is presented, Council Members have the opportunity to ***pull*** items for discussion. Citizens are given a forum to speak on the items. Afterwards, the remaining items (those that were not ***pulled***) are voted on. If a request has not been pulled, and the Consent Agenda is approved, the Petitioner's/applicant and staff may leave. If the request is pulled, then Staff and the Petitioner's/applicant wait for the item to be called for discussion and address any questions by Council Members. The Council will then vote on the request.

If the request is approved, the City Attorney's Office will draft an Ordinance (3-8 business days). If signatures are required (License Agreements, Joint Use Agreements and other forms of contracts), staff will circulate the documents for appropriate signatures (3-6 weeks). When all signatures are complete, staff will have appropriate documents recorded with the Bexar County Clerk's Office. Petitioners/applicant will be sent copies and a file will be retained in the Real Estate Office.

Permits, a permit will be written incorporating the conditions (restrictions). The permit is signed by both parties and recorded at the Bexar County Clerk's Office. Our office will retain a copy for our file and the petitioner receives the original. This completes the permit process.

License Agreements, Easements and Joint Use Agreements the documentation are forwarded to the City Attorney's Office. An attorney will draft the appropriate documentation, and return it to the staff to obtain the signature of the petitioner.