



CITY OF SAN ANTONIO

DEPARTMENT OF DEVELOPMENT SERVICES

TO: All Development Services Department Customer

SUBJECT: **INFORMATION BULLETIN # 505**
Emergency Add-On Policy for Planning Commission Agenda

DATE: January 9, 2007

The standard deadline to submit a complete package to the Planning Commission is sixteen calendar days prior to the meeting date. This provides staff sufficient time to review the proposals, prepare a recommendation, and coordinate the agenda. In order to provide additional flexibility to the development community in regards to scheduling their projects for Planning Commission consideration, the Emergency Add-On program has been created. This program will enable applicants to submit a complete package after the standard deadline has passed.

Procedures

1. The engineer will contact the Subdivisions Case Manager by the standard deadline date to inform him/her that an Emergency Add-On will be pursued for a particular project.
2. The engineer will submit a complete package along with a non-refundable Emergency Add-On fee of \$442.90 no later than the close of business two days after the standard deadline. After this date, no other items may be scheduled due to publishing deadlines. *For example: If the normal deadline occurs on a Monday, the emergency add-on procedure is available until the close of business on Wednesday of the same week.*
3. The submittal also needs to include a completed Emergency Add-On Application. <http://epay.sanantonio.gov/dsddocumentcentral/upload/EmergencyAddOn.pdf>
4. Staff will review the package and determine if the item is eligible for scheduling on the Planning Commission agenda. Only complete packages will be processed for consideration.

Eligible Projects

1. Plats without variances
2. Replats with public hearings that do not require notification
3. Vacating declarations
4. Time extensions
5. Plat deferrals
6. Plats being rescinded

If you have any questions regarding the Emergency Add-On procedure, please contact a Subdivisions Section representative at 207-0121.