



CITY OF SAN ANTONIO

DEPARTMENT OF DEVELOPMENT SERVICES

TO: All Development Services Department Customers

SUBJECT: **INFORMATION BULLETIN #509**
Owner-Initiated Plat Vacation

DATE: March 19, 2007

Effective April 19, 2007, all vacating declarations will be required to comply with all applicable provisions of the V.T.C.A. Local Government Code §212.013 and Unified Development Code §35-439. These provisions require a vacating declaration instrument to:

1. Be signed and acknowledged by the owner of the property being vacated in whole before any lot in the plat is sold; and
2. Be signed and acknowledged by all owners in the plat of the property being vacated in part after any lot has been sold, and
3. Be approved, conditionally approved or disapproved by the Planning Commission as applicable after a public hearing on the matter at which parties in interest and citizens have an opportunity to be heard.

The provisions of this section establish a process for approving the elimination of a plat, in whole or in part.

Procedures

1. A plat application with applicable fees, one full size copy and one 8.5"x11" reduction of the original plat showing area to be vacated highlighted, Vacating Declaration form endorsed by all property owners of lots shown on the original plat, and four full size copies of the resubdivision plat proposal if processing a Vacating Declaration in conjunction with a resubdivision plat; a plat identification number will be issued.
2. A Completeness package is submitted to all certifying agencies and Request for Review forms to the reviewing agencies for completeness.
3. A Plat Approval Completeness package is submitted and if deemed complete will be placed on the next available Planning Commission agenda for approval.

Vacating Declaration Package Contents

1. Letters of Certification from Development Services, San Antonio Water Services, City Public Services, Parks and Recreation, Planning Department and respective County if applicable.

If you have any questions regarding the requirements for owner initiated plat vacation, please contact a Subdivisions Section representative at 207-0121.

2. Request for Review Approvals from Southwestern Bell, Time Warner Cable System, and, if applicable, other agencies: SADA, SARA, TxDot, Asset Management, Aviation, and or Bexar Metropolitan Water District.
3. Original Vacating Declaration endorsed by all property owners of lots shown on the original plat and notarized.
4. Tax Certificates: City, County, School

Should you have any question concerning this process, please contact the Planner of the Day at (210) 207-0121.