



CERTIFICATE OF DETERMINATION REQUEST FORM

Official Use Only

COD # _____ Planner _____ ☐ Approved ☐ Denied
Zoning: _____ Original 36 Miles: Y/N Flood Plain: Y/N Parcel# _____

Section 35-430(c) and Section 35-515 of the UDC allows exceptions to platting requirements. If the site meets one of these plat exceptions, a Certificate of Determination maybe issued to the owner of the subject property.

PROPERTY OWNER INFORMATION

Owner or Company Name: _____
Point of Contact: _____
Mailing address: _____
Telephone: Home/Office: (____) _____-_____ Mobile: (____) _____-_____
Other phone: (____) _____-_____ Email: _____

PROPERTY INFORMATION

Property physical address: _____
Legal Description: NCB/CB: _____ Block: _____ Lot/Parcel: _____
County: _____ Total Acreage: _____ Zoning: _____

REQUIRED INFORMATION:

- Proposed Use: ☐ Residential ☐ Non-Residential ☐ Uninhabitable Use
- ☐ Inside City Limits ☐ Outside City Limits / Extra Territorial Jurisdiction (ETJ)
- Reason For Requesting Certificate of Determination: _____
- Type of Service Requested:
☐ Water Service ☐ Sewer Service ☐ Electric Service ☐ Building Permit
☐ Other – specify _____ Permit# _____
- Number of existing residential structures located on the property: _____

Required Documents:

- ☐ Current Warranty Deed (Show ownership & legal description of property)
- ☐ Warranty Deed If Tract was Created Prior To January 1, 2005
- ☐ Survey, Map, and/or Drawing (Showing size, shape, and location of property)
- ☐ Current Tax Certificate – www.bexar.org/tax, Forms, Tax Certificate Request
- ☐ Non- Refundable Two hundred dollar fee (\$200.00)
- ☐ \$10 Land Development Convenience Fee if not submitted through Build-SA

I hereby certify that all of the information on the entire COD Application is true and correct.

Print Name: _____ **Signature:** _____

Date: _____ ☐ Owner ☐ Agent (Requires a notarized Letter of Agent.)

Note: Certificates are only issued in the name of the owner of the property.