



# 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: \_\_\_\_\_

**REQUIED INFORMATION:**

1. Proposed Use:  Residential  Non-Residential  Uninhabitable Use
2.  Inside City Limits  Outside City Limits / Extra Territorial Jurisdiction (ETJ)
3. Reason For Requesting Certificate of Determination: \_\_\_\_\_
4. Type of Service Requested:  
 Water Service  Sewer Service  Electric Service  Building Permit  
 Other – specify \_\_\_\_\_ Permit# \_\_\_\_\_
5. 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](http://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.**