



City of Alamo Heights
PLANNING AND DEVELOPMENT SERVICES DEPARTMENT
6116 Broadway – San Antonio, Texas – 78209 – (210) 826-0516

ENCROACHMENT PERMIT: NEIGHBOR NOTIFICATION FORM

On April 9, 2012, City Council amended the requirements for *Sec. 16-103. - Permits for encroachments into city right-of-way* that included requiring notification of neighbors for the installation of utility vaults in the city right-of-way. The code requirement is written as follows:

- (d) “In the case of utility vaults, the applicant will provide notice to all property owners on the same block (which means property owners on both sides of the street) on a form provided by the city and will provide proof of notification about the request for this permit before the permit will be issued.”

Utility vault applicants may mail a copy of this completed form, a map showing the proposed location and a photo of the proposed vault to neighbors on the same block as the project on both sides of the street (at applicant’s expense and applicant’s own mailing list) via certified mail or obtain signatures from neighbors by going door to door to confirm compliance with the notification requirement.

(To be completed by applicant before providing to neighbors)

Permit Applicant (individual representative and company): _____

Permit Applicant phone # and email address: _____

Location and description (including dimensions, etc.) of proposed utility vault: _____

Neighbor Information:

Name: _____ Address: _____

Comments: _____

Neighbor’s Signature: _____

Completed neighbor comments may be hand-delivered or mailed to:
*City of Alamo Heights
Planning & Development Services Department
6116 Broadway
San Antonio, TX 78209*