



City of Alamo Heights
Notice of Intent
 COMMUNITY DEVELOPMENT SERVICES
 6116 Broadway St, San Antonio, Texas 78209
 v: (210) 826-0516 f: (210) 832-2299

This Notice must be submitted prior to the deadline for submission to any board or commission and must be presented before City Council prior to any hearing before a board or commission. Any project information provided herein is considered preliminary and subject to alteration/revision throughout the development review process.

PROJECT INFORMATION

Proposed project's current legal address: _____

Current property use: Residential Multi-Family Commercial

Current Zoning District(s) of the proposed project site: MF-D O-1 B1 B2 B3

Proposed project property size: _____ (acres) _____ (square feet)

Proposed property use: Residential Multi-Family Commercial Mixed-Use: Describe uses: _____

Proposed building square footage: _____ (square feet)

Proposed building height: _____ (stories) _____ (feet)

Does the conceptual project require/anticipate? Variances Re-Platting Re-Zoning
 Specific Use Permit Conveyance of Public Property

APPLICANT/OWNER

Applicant's Name: _____

Applicant's Organization: _____

Applicant's Address: _____

Applicant's Phone Number: _____ Email: _____

Property Owner(s) Name: _____

Property Owner(s) Address: _____

Property Owner(s) Phone Number: _____ Email: _____

The following items must be submitted along with this application in order to be tentatively scheduled for the next available City Council agenda.

- **Letter** of authorization (if applicable)
- **Letter** introducing the property owner/developer, architect, and the general scope of the project.
- **Conceptual Plans** (max. 11"x17") as intended to present to the Architectural Review Board for preliminary review
- **Electronic file** of all documents listed above, including application, on a USB if submitting in person

Applicant/Owner understands the following:

1. This Notice of Intent is merely to provide notification to the City Council of pending large-scale projects as they begin the development review process.
2. The large-scale development review process may entail City Council requesting the applicant to conduct public meetings prior to commencing the formal boards and commissions submission and review process.

Applicant/Owner signature: _____

Date: _____

City of Alamo Heights
Planning & Development Services Department
Letter of Authorization

*****PLEASE BE ADVISED THAT THIS NOTICE OF INTENT MUST BE SUBMITTED BY THE CURRENT PROPERTY OWNER OR THEIR AUTHORIZED DESIGNEE. IF THE OWNER WILL NOT BE PRESENT FOR THE PRESENTATION OF THIS NOTICE OF INTENT THE FOLLOWING SECTION MUST BE COMPLETED AND SIGNED IN ORDER TO BE SCHEDULED FOR CITY COUNCIL ANNOUNCEMENT*****

I hereby authorize _____ of _____
(name) (company (if applicable))
at _____ to represent me in matters pertaining to this
(address)
case.

Property owner's name (print): _____ Date: _____

Property owner's signature: _____