



PLANNING & CODES

Submittal Review Process

ATTENTION: CONCEPT PLANS, SITE PLANS, and ALL PLATS (including Final Plats) ARE REQUIRED TO BE SUBMITTED THROUGH THE CUSTOMER SELF SERVICE PORTAL AT:

eportal.seguintexas.gov

Application submittals requiring P&Z approvals **(SUP, Zoning Changes, Variance etc.,)**

See the instructions below:

- Applications and all documents are required to be emailed to: reviews@seguintexas.gov
- Each email should contain the following as **separate pdf. documents:**
 - Signed Application form.
 - All Application materials (see Application for required documents)
- All pages of a single document are required to be in a single PDF file. **PDFs of individual plan pages will not be accepted.**
- Options for submitting large files include: One Drive
- A completeness review will be conducted by City staff to ensure that all required documents have been submitted prior to being placed on the Planning & Zoning Commission Agenda. **Payment is required at the time of submittal (P&Z Application Submittal Deadline Date).**
- Payment can be made by cash, check, or credit card (**we do not accept American Express**). Please contact Francis Serna, Planning Assistant at 830-386-2505 or fserna@seguintexas.gov regarding payments. Please note that a 2% processing fee is added to all credit card transactions. If paying by credit card, please request a credit card authorization form.