



PLANNING & CODES

PRE-DEVELOPMENT MEETING CRITERIA & REQUEST FORM

A Pre-Development meeting brings together the major city departments to discuss information regarding state laws and city regulations for proposed developments within the city limits. The meetings allow city staff to communicate important issues for the proposed project to the applicant.

Property owners and developers are encouraged to schedule a Pre-Development meeting before undertaking a project to obtain pertinent information relating to their project if elements of the development pertain to three or more of the departments shown below.

Projects that do not involve three or more of the departments shown below are encouraged to reach out to the applicable department(s) to obtain pertinent information relating to the project.

Please see the City's [Staff Directory](#) page for contact information for the departments shown below.

All departments may not be applicable for your proposed development

- **Capital Projects & Engineering**

- General traffic circulation for the site, site access requirements, required road improvement related to development, thoroughfare plan dedication requirements in relations to development, traffic impact analysis study applicability, pedestrian improvement requirements, required drainage studies and/or on-site drainage mitigation requirements, floodplain development requirements and study needs, and potential conflicts/coordination with planning City infrastructure projects.

- **Planning & Codes**

- Identifying the parcels' zoning, permitted and non-permitted uses, platting requirements, height limitations, impervious cover limitations, setback requirements, parking, and landscaping. And provide information about the Federal Emergency Management Agency (FEMA) floodplain requirements, building code requirements related to the construction, erection, alteration, demolition, and moving of buildings and structures.



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- **Water & Wastewater Department**
 - Provides an overview of water and wastewater information, requirements related to site water, and wastewater line locations, bringing service on-site, meter sizes, etc. (for city services only)
- **Electric Department**
 - Provides an overview of electric service information related to site requirements, electrical line service locations, bringing service on-site, etc. (for city services only)
- **Fire Department/Fire Marshal**
 - Information for fire suppression, detection or notification, potential requirements for Emergency Responder Radio Coverage, fire truck access, on-site truck circulation, and hydrant requirements.
- **Parks & Recreation**
 - Ensure that parkland and park amenities are satisfied by the development and convey sufficient and suitable lands for the purpose of parkland (public or private) and park development or contribute a fee in-lieu-of land conveyance/development, or a combination thereof.
- **Seguin Economic Development Corporation (SEDC)**
 - Promote workforce enhancement and other business development initiatives that provide economic diversification and stabilization to the City of Seguin and all its citizens.
- **Main Street & Convention & Visitors Bureau (CBV)**
 - Main Street: Promote and protect the integrity of Seguin's historic character downtown, and nurture an environment that is pedestrian-friendly, attractive, safe, and desirable center for business, leisure and entertainment.
 - Convention & Visitors Bureau (CVB): The marketing and promotion of tourism within the city, highlighting Seguin's venues, attractions, and upcoming events.



Prerequisites for a Pre-Development Meeting

If the project does not involve three or more of the city departments, you are encouraged to reach out to the applicable department(s) to obtain pertinent information relating to the project.

[Seguintexas.gov](#) → [Departments](#) → [Staff Directory](#)

If the project involves three or more of the city departments, you are encouraged to follow the steps outlined below and on the Pre-Development Meeting Form.

For a meeting to be most effective, the following documents are necessary:

- Completed Pre-Development Meeting Request Form application.
- Detailed description of proposed use.
- Location map of proposed site.
- Site plan showing all existing and proposed structures, parking, landscaping areas, dimensions to adjacent property lines and between structures, and floor plan (for new uses and change of use in an existing building).
- An engineered drawing is not required but may be provided.

Disclaimer: Meetings are for informational purposes only and do not constitute as an agreement or approval of shown or stated plans. All ordinances adopted by the City of Seguin as well as State and Federal laws and regulations will be required to be adhered to for any development.

**OFFICE USE ONLY**

DATE RECEIVED _____

MEETING DATE _____

STAFF SIGNATURE _____

PRE-DEVELOPMENT MEETING FORM**INSTRUCTIONS:**

- For the meeting to be most effective, please provide as much information as possible. **Include any additional information available for staff review (maps, plans, etc.)**
- Meetings are held on Wednesday unless otherwise noted. Meetings are scheduled as completed forms and supporting documents are submitted. The form must be submitted no later than the Friday **before** a scheduled meeting.
- Return completed form to Francis Serna by email: fserna@seguintexas.gov or deliver to 108 E. Mountain St., Seguin, TX 78155

I. APPLICANT INFORMATION_____
Applicant Name(____) _____
Telephone_____
Mailing Address_____
E-Mail Address_____
Number of Meeting Attendees**II. PROPERTY INFORMATION**_____
Street Address/Location_____
Past or Present Use of Property_____
Proposed Use**III. PROVIDE QUESTIONS FOR STAFF (Engineer/Planning/Water-WW/ Electric/Fire)
please use additional sheet if necessary**_____
Name (print)_____
Signature_____
Date

I hereby understand and agree that any discussion taking place with regards to this meeting request are for informational purposes only and is not intended to be an application for development to the City. At this time, I am not making an application, request for provision of services, or seeking a commitment or agreement by the City of Seguin.