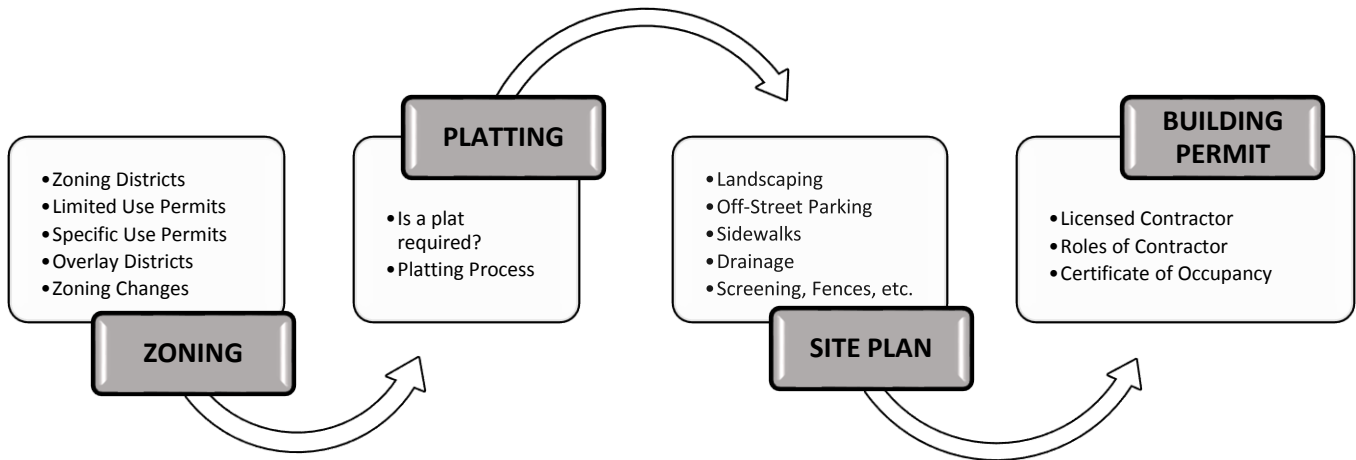


Development must follow the proper process in the order below:



ZONING: Unified Development Code (UDC), Chapter 3

- 1. Identify the zoning district of the property on the City’s zoning map.**
Interactive and static maps are available on the City’s website (www.seguintexas.gov):
[Departments](#) → [Planning/Codes](#) → [Maps and GIS](#)
- 2. Check the Land Use Matrix (UDC, Section 3.4) to determine if the proposed use is allowed in the zoning district of the property:**
The Unified Development Code is found online as a pdf document on the City’s website:
[Departments](#) → [Planning/Codes](#) → [Planning](#) → [Unified Development Code](#)
OR within the Code of Ordinances, also available from the City’s website:
[Government](#) → [City Code of Ordinances](#) → [Appendix A- Unified Development Code](#)
- 3. If the Land Use Matrix identifies that a Specific Use Permit or Limited Use Permit are required, applications can be found online.**
[Departments](#) → [Planning/Codes](#) → [Applications and Fees](#) → [Zoning](#)
- 4. Verify if the property is within one of the overlay districts (UDC, Section 3.3). If so, additional development standards may apply.** *If the property is in the Downtown Overlay District, please contact the Main Street Department for questions about additional requirements.*
- 5. If a zoning change is required for the proposed use, please refer to Section 2.4 of the UDC for the process. Zoning applications can be found on the City’s website:**
[Departments](#) → [Planning/Codes](#) → [Applications and Fees](#) → [Zoning](#)

PLATTING: Unified Development Code (UDC), Chapter 5

1. Is a subdivision plat required for redevelopment of the lot?

- If the legal description is an abstract, the property is not platted. If you are proposing building additions which increases the total combined square footage of all existing buildings on the lot by more than 30% or more than 10,000 sq ft over a 5-yr period... yes, a plat will be required.
- If the legal description identified portions of a lot or portions of many lots combined, the property lines have been amended without a plat. If you are proposing building additions as noted above... yes, a plat will be required.
- If the legal description identifies a subdivision names and a lot number, it is platted. No, a plat will not be required as long as the property boundaries are the same as on the existing plat.
- If the property lines on the plat need to be changed... yes, a plat will be required.
- If the property consists of more than one lot and the lot needs to be combined for development... yes, a plat will be required.

2. How do I begin the platting process?

- A subdivision plat must be prepared by a licensed surveyor.
- A plat is not the same as a survey. A plat must conform to the regulations adopted in Chapter 4 of the UDC.
- The surveyor will submit the plat to the City of Seguin for review.
- Following approval of the plat, the City will record the plat in the Guadalupe County Plat Records.

SITE PLAN: Unified Development Code UDC, Chapter 5

If building additions are proposed, a Site Plan must be submitted and approved before a building permit application can be accepted.

1. LANDSCAPING REQUIREMENTS, Section 5.2

If the redevelopment of the property includes a 50% or more increase in square footage or modifications to the buildings and/or site in the amount of 50% or more of the site's assessed appraisal value over a 5-yr period, the full site must be brought into compliance with the landscaping requirements.

If you do not exceed the 50% trigger, only the new portion of the site shall be required to conform to the landscaping requirements.

The Tree Protection ordinance applies to all existing protected trees regardless of the proposed modifications.

- **SITE LANDSCAPING:**
 - 10% of the total lot area must be landscaped
 - 1 tree and 2 shrubs required for every 400 sq ft of landscaped area
 - 50% of total landscaping shall be between the front property line and the building(s)
 - The calculation for the overall site landscaping includes all landscaped areas, including those in the parking lots and the buffer yards (see requirements below).

- **PARKING LOT LANDSCAPING: required for parking lots with 10 or more spaces**
 - 15 sq ft per parking space or 5% of total parking area- whichever is greater.
 - Each landscaped area must be a minimum of 25 sq ft and contain 1 tree, ground cover, and/or shrubs, and curbs/wheel stops.
 - Parking lots w/ over 150 spaces require landscape medians/dividers.
- **BUFFER YARD LANDSCAPING: required along all adjacent rights-of-way**
 - Shall consist of shrubs and one tree planted on average of every 50 ft of right-of-way.
- **TREE PROTECTION: Protected trees cannot be removed without proper mitigation**
 - Refer to Sections 5.2.8 – 5.2.10

2. OFF-STREET PARKING REQUIREMENTS, Section 5.3

If the redevelopment of the property includes a 50% or more increase in square footage or modifications to the buildings and/or site in the amount of 50% or more of the site's assessed appraisal value over a 5-yr period, the full site must be brought into compliance with the parking requirements.

If a change in use is proposed, the full site must be brought into compliance with the parking requirements.

If you do not exceed the 50% trigger or change the use, only the new portion of the site shall be required to conform to the parking requirements.

- **GENERAL PROVISIONS: Section 5.3.3**
 - Public streets or rights-of-way cannot be used to meet the parking requirements.
 - Parking spaces cannot be designed to require a vehicle to back into a public street or across a public sidewalk.
 - All parking lots shall be paved with concrete or asphalt.
 - Off-street parking is not required in the Downtown Historic District unless the use is a hotel or bed & breakfast.
 - Alternative parking plans and/or shared parking is subject to approval from the Director of Planning & Codes (see Section 5.3.4).
 - The calculation for the overall site landscaping includes all landscaped areas, including those in the parking lots and the buffer yards (see requirements below).
- **OFF-STREET PARKING CALCULATIONS: See Chart in Section 5.3.5**
 - For unclassified uses, the number of spaces shall be determined by the Director of Planning & Codes.
 - When measurements result in a fractional number, the recalculation shall be rounded up to the next whole number.

3. SIDEWALKS, Section 5.4

If the redevelopment of the property includes a 50% or more increase in square footage or modifications to the buildings and/or site in the amount of 50% or more of the site's assessed appraisal value over a 5-yr period, the full site must be brought into compliance with the sidewalk requirements.

- Sidewalks shall be constructed along all street frontages of the property.
- Sidewalks shall be constructed in the right-of-way. When right-of-way is limited, a pedestrian easement is required.
- Sidewalks shall be five feet in width and ADA compliant. Against the curb, a minimum of six feet if required.
- When sidewalk construction is impractical, the Director of Planning & Codes and the City Engineer may require a sidewalk fee-in-lieu as an alternative to sidewalk construction.

4. DRAINAGE STANDARDS, Sections 5.5 and 4.6

If there is a proposed increase in the impervious cover on the site with building additions and/or site additions, drainage standards must be met.

If impervious cover was added to the site without the proper site permits or drainage requirements, the site will be required to come into compliance with drainage standards.

- On-site stormwater detention is required to offset increased runoff resulting for the development of the site.
- An engineered study is required.
- Drainage facilities shall be designed to reduce post-development peak flow rates of discharge to pre-development rate for the 2, 10, 25, 50, and 100-yr storm events at all point of discharge.
- The drainage report shall also include an evaluation of downstream conditions.

5. SCREENING, Section 5.6

Regardless of the proposed modifications to the building and/or site, all screening requirements will be mandatory.

Screening requirements are detailed in Section 5.6 and include requirements for the following:

- Dumpsters.
- Vehicle storage at auto repair and paint & body shops.
- Parking lots adjacent to residences and residentially zoned properties.
- Other unsightly areas such as outside storage areas, loading docks, and equipment.

6. FENCING, Section 5.7

Fences shall comply with all requirements in Section 5.7 regarding construction materials, location, setbacks, height, and maintenance.

7. OUTDOOR LIGHTING, Section 5.8

- Lighting shall shine downward and be shielded so that light sources are not visible from public streets or from adjacent residential properties.
- Prohibited lighting: laser source light, strobe light, flashing or blinking lights, beacons, searchlights.

BUILDING PERMIT: Seguin Code of Ordinances, Chapter 18

Please refer to the City's website at www.seguintexas.gov for detailed information about the building permits and inspections process: [Departments → Planning/Codes → Permits and Inspections](#)

Here are some of the key steps in the process:

- A Commercial Contractor licensed to work in Seguin is required to apply for the building permit.
- The Commercial Contractor will hire the subcontractors and trades (mechanical, electrical, plumbing).
- It is a violation of City ordinances for a licensed contractor to pull a permit for a contractor that is not licensed to conduct work in the City of Seguin. (see Section 18.40 of the Code of Ordinances)
- The roles and responsibilities of the Commercial Contractor are defined in Section 18.39 of the Code of Ordinances.
- Building permit fees are waived in the Downtown Historic District.
- If construction starts before a building permit is issued, the fees will be doubled. (This includes fees waived for the Downtown Historic District (DHD). A building permit must be issued in order to receive the fee waiver in the DHD.)
- Applications and fees for permits are available online:
[Departments → Planning/Codes → Applications and Fees](#)
- To receive the Certificate of Occupancy to begin occupying the building, all inspections must pass. This includes all building and site inspections including but not limited to parking, landscaping, and drainage.

APPLICABLE CITY ORDINANCES & DEVELOPMENT MEETINGS...

All information in this guide is provided as a helpful tool for City of Seguin customers going through the development process. The guide is not intended to replace the adopted ordinances of the City of Seguin, but to provide a basic overview of the regulations and processes for development. The Unified Development Code (UDC) and the Seguin Code of Ordinances are available on the City's website. Please refer to these regulations for the full list of requirements when going through the development process.

Link to Unified Development Code at www.seguintexas.gov:

[Departments → Planning/Codes → Planning → Unified Development Code](#)

Link to Seguin Code of Ordinances at www.seguintexas.gov:

[Government → Code of Ordinances](#)

Once you have read the requirements for development, you are invited and encouraged to schedule a Development Meeting with City staff to discuss the details of the project or to ask additional questions about the City's regulations and processes. Development meetings are held on Wednesdays. Please contact the Planning Assistant to schedule a meeting.