



Zoning Verification Letter

The City of Seguin Planning & Codes Department provides a Zoning Verification Letter upon request and an associated fee.

A Zoning Verification Letter will offer information on various zoning related items such as the current zoning, and the Unified Development Code (UDC) definition for that zoning. A full list of items that will be addressed in a Zoning Verification Letter can be found on the first page of the application.

A Zoning Verification Letter will not cover Code Enforcement violations, or items such as a copy of the Certificate of Occupancy. Please review the Zoning Verification Letter Application, and if the items you are requesting are not shown in the bulleted list of addressed items, please submit an Open Records Request through the City Secretary's office.

The Zoning Verification Letter has an associated fee of \$50.00 per property in which information is requested. This fee can be paid via check addressed to the City of Seguin or by Credit Card. For Credit Card payments, please complete the Credit Card Authorization Form, attached at the end of the application. Credit Card payments will not be accepted over the phone.

Please contact the City of Seguin Planning & Codes Department if you have questions regarding a Zoning Verification Letter.

Regards,

City of Seguin Planning Staff
830-386-2505
reviews@seguintexas.gov



PLANNING & CODES

Zoning Verification Letter Application

Please complete the below application to request a Zoning Verification Letter. Please be aware there is a \$50.00 fee for each requested tract of land.

Subject Property Location / Address:	
General Description of Property if not platted:	
Subdivision/ Lot and Block Numbers if Applicable: (Please include a map or aerial of the location)	
Description of existing or proposed business (optional):	
Whom Shall the Letter be Addressed:	
Name:	Phone Number:
Mailing Address:	
Email address:	

The Zoning Verification Letter will include the following:

- The current zoning for the subject property
- The current UDC description of the specified zoning district
- The zoning of all properties abutting the subject property
- If the subject property is part of a Planned Unit Development of Planned Development District
- If the subject property is part of a special, restrictive, or overlay district
- If the subject property has any legal nonconforming issues
- If the subject property has associated variances, special exceptions or specific use permits
- Determination of zoning conformance on the existing or proposed use (Must provide description of existing or proposed business in space provided above)



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Once the Planning & Codes Department- Planning Division receives the Zoning Verification Application and the associated fee, a member of the Planning staff will send a confirmation email that the Application has been received and will ask any clarification questions that are necessary for the property in question.

It is the current goal of the Planning & Codes Department to complete all Zoning Verification Letter Applications within 10 business days of receipt of a completed application. Upon completion, the Planning Staff will email the Zoning Verification Letter and associated documents in a PDF to the email listed above.

Upon completion of the Zoning Verification Letter Application, please return this application with the associated payment to the City of Seguin Planning & Codes Department- Planning Division by email to reviews@seguintexas.gov or by delivery to our office at 108 E. Mountain Street, Seguin, Texas 78155.

Please confirm below that you, as the applicant, have read and understand the items that will be included within the requested Zoning Verification Letter.

Please Sign: _____

Date: _____

Signature of Applicant

If you have any questions please feel free to contact the Planning & Codes Department at 830-386-2505 or reviews@seguintexas.gov

Credit Card Authorization Form

Please complete all fields and provide signature to authorize payment.

Credit Card Information

Card Type: VISA MasterCard Discover

Cardholder Number: _____ - _____ - _____ - _____

Cardholder Name: _____
as shown on card

Expiration Date (mm/yy): ____ / ____ 3 Digit Security No: ____
located on the back of card

Billing Postal Code for Card: _____

Customer Information

Company Name: _____ Name: _____

Email: _____ Phone: _____

Payment Amount: \$ _____

***Please provide one of the following:**

Project Name _____

Project Location
Address: _____

I, _____, authorize the City of Seguin Planning Department to charge my credit card above. I understand a 2% credit card processing fee will also be applied and added to the total amount charged.

Authorizing Signature

Date