



Submittal Review Process

PLANNING & CODES

ATTENTION: CONCEPT PLANS, SITE PLANS & PLATS NOT REQUIRING P&Z APPROVAL ARE REQUIRED TO BE SUBMITTED THROUGH THE CUSTOMER SELF SERVICE PORTAL AT: eportal.seguintexas.gov

Subdivision Final Plats requiring P&Z approval

See instructions below:

- Applications and all documents for review are to be emailed to: reviews@seguintexas.gov
- Each email should contain the following as [separate pdf. documents](#):
 - Signed Application form
 - Final Plat document(s). *Refer to Plat Application Schedule for next date available for submitting a Final Plat.*
 - All necessary backup information (Legal Authorization of Property Owner, etc.)
- All pages of a document to be reviewed are required to be in single PDF file. **PDFs of individual plan pages will not be accepted.**
- Options for submitting large files include:
 - A link to an online shared storage source (i.e. Dropbox, OneDrive)
- A completeness review will be conducted by City staff to ensure that all required documents have been submitted prior to starting the review process. **No payment accepted during the 5 day completeness review process.**
- The required review fee will be determined during the completeness review. Staff will notify applicant that the application packet is complete, and payment may be accepted.
- Payment can be made by cash, check or credit card **we do not accept American Express**). Please contact Francis Serna, Planning Assistant, for payment at 830-386-2505 or fserna@seguintexas.gov. Please note that a 2% processing fee is added to all credit card transactions.
- Once the completeness review is complete and payment is made, you will receive an email that your plans have been accepted for review.

Resubmittal Review Process

- Resubmit Final Plats with the email stating that your plans have been placed in review ([reply to reviews@seguintexas.gov](#)).
- Attach the complete revised plan set addressing all comments. ***Do not send individual sheets or only revised sheets. The complete set is required.***
- A letter with Response to Comments may be attached as a PDF to explain revisions. The resubmittal will be routed to all reviewers along with the revised plat. Questions regarding review comments should be addressed to the reviewer who made the comments.
- You will receive an autoreply verifying receipt when resubmitting plans to reviews@seguintexas.gov. If you do not receive an autoreply, please contact Francis Serna, Planning Assistant, 830-386-2505 or fserna@seguintexas.gov to verify receipt.