



PLANNING & CODES

CONCEPT PLAN APPLICATION

CONTACT INFORMATION

APPLICATION DATE: _____

FILING DATE: _____

Applicant Name		Property Owner	
Applicant's Mailing Address		Owner's Mailing Address	
Applicant's Phone #		Owner's Phone #	
Applicant's Email		Owner's Email	

PROPERTY INFORMATION

Proposed Subdivision Name: _____

Subject Property Address or General Location: _____

Property ID(s): _____ City ETJ

Gross Site Acreage: _____ Total # of Lots: _____

For Residential Lots Number: _____ Total # of Dwelling Units: _____

For Non-Residential Lots Number: _____

Acreage for: Commercial _____ Industrial _____ Open Space _____ ROW _____

COMPLETE APPLICATION

A plan application will not be considered filed pursuant to Section 212.009 of the Texas Local Government Code until all required documents and fees have been submitted and all of the terms and conditions of the Unified Development Code, including all necessary studies, plans and supporting information are accepted and approved. Once a plan meets the requirements to be considered filed with the City, the application will be placed on the internal schedule.

WAIVER FOR 30-DAY STATUTORY REQUIREMENT

I agree to comply with all requirements of the City of Seguin and understand that the plan will not be administratively approved unless and until all comments are satisfactorily addressed. I understand that staff will not unreasonably or arbitrarily postpone approval of my plan and voluntarily waive my right to the 30-day statutory requirement that plan applications be acted upon within 30 days of the official filing date.

Signature of Applicant _____ Date: _____

PRINTED NAME OF SIGNATURE: _____

***Note: The applicant must submit a signed "Legal Authorization by Property Owner" from the property owner when submitting this application**

Subdivision Concept Plan Fee: 0-5 Acres \$500.00; 5+ Acres \$500.00 plus \$50.00 per acre.

Fee:	Received by:	Date:
------	--------------	-------



PLANNING &
CODES

Completeness Review Requirements For Subdivision Concept Plan

General Information – Development name, location map with current city limits (no less than 1" =2000'), proposed use, number of housing units, property ownership, adjacent property owner(s), basis of bearing used, two points identified by Texas Plane Coordinates, date of preparation, north arrow, scale bar/text, location of existing easements, watercourses, railroad right of way, and any other public ways, and legend.

Parks Plan

- Summary of the proposed parks plan based on Parkland development standards, including calculations on parkland development and dedication fees per proposed housing units, combination of dedication and fee-in-lieu, etc.
- Overview map of private park(s) within the proposed development, including location of any FEMA floodzone

Phasing Plan

- Boundary of proposed development, including a logical timing sequence for each phase, proposed blocks, location of any FEMA floodplain(s), proposed and existing streets labeled with street names as approved by Guadalupe County, Bexar Metro 911, and US Postal Service and proposed sidewalks.
- Tabular form of the following:
 - Proposed number of lots
 - Total area of open spaces
 - Total number of dwelling units and acreage, by phasing
 - Residential density and units per acre
 - Total area of property
- Topographic contours of 10 feet intervals or less

Drainage Areas

- Approved letter from the City of Seguin for the Master Stormwater Management Report
- Map depiction of the stormwater management plan

Utility Layout

- Size and location of all existing and proposed water mains, service lines, valves, fire hydrants and all other water distribution appurtenances within the proposed development, and the location and method of water connections
 - City of Seguin water shall be located in the street

- Springs Hill WSC shall be located behind curb and outside of the sidewalk
- Size and location of all existing and proposed waste water lines
- Size and location of all electrical lines, identifying the method of connection. All proposed overhead connections must be identified and must be in accordance with Section 4.7.11 of the Seguin UDC.
- Size and location of street lights.

Tree Survey & Mitigation Study

- Tree Survey- map showing placement of trees within the development boundaries and the street and utility layout. Map should reference all trees listed in the Mitigation Plan.
- Mitigation Plan-report listing all trees species and caliper inches at DBH and providing a summary of preserved vs removed trees based on the City of Seguin's Preferred Plan list. All documents shall be prepared or reviewed by a qualified professional such as an arborist or a landscape architect.