



PLANNING & CODES

SUBDIVISION PLAT APPLICATION

(Type of Plat- check one only)

☐

Final

☐

Minor

☐

Preliminary Plat

☐

Replat

☐

Amending

☐

Vacating Plat

CONTACT INFORMATION

APPLICATION DATE: _____

FILING DATE: _____

Applicant / Agent 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 plat 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 plat meets the requirements to be considered filed with the City, the application will be placed on the internal review schedule and/or the Planning & Zoning Commission agenda for consideration under the time requirements set out in Section 212.009.

Signature of Applicant _____ Date: _____

Print Name of Applicant: _____ Date: _____

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

Fee:

Received by:

Date:

City of Seguin Unified Development Code

Schedule of Plat Fees

Adopted on August 18, 2026/Effective on August 28, 2026

Subdivision	0-5 Acres	5+ Acres
Final Plats (including Minor Plats)	\$500.00	\$500.00 plus \$50.00 per acre
Replat (requires public notification)	\$500.00	\$500.00 plus \$5.00 per lot
Amending Plats (including vacation plats)	\$500.00	\$500.00
Vacating Plat	\$500.00	\$500.00
Preliminary Plat	\$500.00 plus \$25.00 per acre	\$500.00 plus \$25.00 per acre



**PLANNING &
CODES**

Completeness Review Requirements for Plats

Administrative Plats

- Completed and signed application
- Completed and signed Legal Authorization by Property Owner, if applicant is not property owner.
- Plat – electronic copy (pdf format)
- Completed and signed Utility Provider Acknowledgement form(s). If “C” is marked on any of the forms, the submittal will not be accepted.

Preliminary Plats

- Completed and signed application
- Completed and signed Legal Authorization by Property Owner, if applicant is not property owner.
- Plat-electronic copy (pdf format)
- Completed and signed Utility Provide Acknowledgement form(s). If “C” is marked on any of the forms, the submittal will not be accepted.
- Subdivision Concept Plan Approval Letter

Final Plats

- Completed and signed application
- Completed and signed Legal Authorization by Property Owner, if applicant is not property owner.
- Plat – electronic copy (pdf format)
- Completed and signed Utility Provider Acknowledgement form(s). If “C” is marked on any of the forms, the submittal will not be accepted.
- Subdivision Concept Plan Approval Letter
- Public Infrastructure Permit Approval Letter
- Park Plans for proposed HOA parks including park amenities with estimated costs.
- Copy of proposed Covenants, Conditions & Restrictions (CCRs)



Proposed Subdivision Name: _____

Location: _____

ELECTRIC UTILITY SERVICE ACKNOWLEDGEMENT

Utility service codes are to be indicated as applicable in the space provided in each acknowledgement listed below according to the following designations.

- A. Adequate service **is** currently available to the subject property.
- B. Adequate service **is not** currently available, but arrangements **have** been made to provide service.
- C. Adequate service **is not** currently available, and arrangements **have not** been made to provide service.
- D. Easement(s) are needed within the subject property.

Name of Electric Service Provider: _____

Applicable Utility Service Code(s): _____

Comments/Conditions: _____

Signature of Electric Company Official _____

Title : _____ Date: _____

For signatures for the City of Seguin, please contact at utilitydevelopment@seguintexas.gov



Proposed Subdivision Name: _____

Location: _____

WATER UTILITY SERVICE ACKNOWLEDGEMENT

Utility service codes are to be indicated as applicable in the space provided in each acknowledgement listed below according to the following designations.

- A. Adequate service **is** currently available to the subject property.
- B. Adequate service **is not** currently available, but arrangements **have** been made to provide service. (Public Infrastructure Permit Approval Letter Required)
- C. Adequate service **is not** currently available, and arrangements **have not** been made to provide service.
- D. Easement(s) are needed within the subject property.

Name of Water Service Provider: _____

Applicable Utility Service Code(s): _____

Comments/Conditions: _____

Signature of Water Company Official _____

Title : _____ Date: _____

For signatures for the City of Seguin, please contact at utilitydevelopment@seguintexas.gov



Proposed Subdivision Name: _____

Location: _____

WASTEWATER UTILITY SERVICE ACKNOWLEDGEMENT

Utility service codes are to be indicated as applicable in the space provided in each acknowledgement listed below according to the following designations.

- A. Adequate service **is** currently available to the subject property.
- B. Adequate service **is not** currently available, but arrangements **have** been made to provide service. (Public Infrastructure Permit Approval Letter Required)
- C. Adequate service **is not** currently available, and arrangements **have not** been made to provide service.
- D. Easement(s) are needed within the subject property.

Name of Wastewater Service Provider: _____

Applicable Utility Service Code(s): _____

Comments/Conditions: _____

Signature of Wastewater Company Official _____

Title : _____ Date: _____

For signatures for the City of Seguin, please contact at utilitydevelopment@seguintexas.gov



Proposed Subdivision Name: _____

Location: _____

SEPTIC UTILITY SERVICE ACKNOWLEDGEMENT

Utility service codes are to be indicated as applicable in the space provided in each acknowledgement listed below according to the following designations.

- A. Adequate service **is** currently available to the subject property.
- B. Adequate service **is not** currently available, but arrangements **have** been made to provide service.
- C. Adequate service **is not** currently available, and arrangements **have not** been made to provide service.
- D. Easement(s) are needed within the subject property.

Name of Septic Service Provider: _____

Applicable Utility Service Code(s): _____

Comments/Conditions: _____

Signature of Guadalupe County Official _____

Title : _____ Date: _____

RECORDATION REQUIREMENTS***

The following are required for recordation following approval of a Plat (Final, Replat, Minor, Amending)

____ One (1) original subdivision plat with original signatures

____ Guadalupe County Clerk Recording Fees: \$_____ (checks payable to The City of Seguin)

____ Original Tax Certificates

Other possible recording requirement(s):

____ If public improvements were deferred, Subdivision Improvement Agreement

____ Subdivision Improvement Agreement recording fees: \$_____ (instrument, HOA documents)

____ Other legal documents referenced on the plat (i.e. easement dedication by separate

____ Other recording fee: \$_____

*** Recordation fees, plat, and other requirements are not due at the time of plat submittal. Fees will depend on the number of pages required for recordation and the County in which they are recorded.