



PLANNING &
CODES

Application for Plat Exception

Date Submitted: _____

Fee - \$50.00

Applicant: _____

Mailing Address: _____ City/State/Zip: _____

Email Address: _____ Phone number: _____

Record Owner of Property/Agent*: _____

Mailing Address: _____ City/State/Zip: _____

Email Address: _____ Phone number: _____

Address or General Location: _____

Property ID(s): _____ Site Acreage: _____

Subdivision Information

Subdivision Name: _____ Section#: _____ Block#: _____ Lot#: _____

Recorded in Plat Book: _____ Volume: _____

No subdivision

_____ Acres out of Abstract _____ in _____ Survey

**** See Next Page for Plat Exception Requirements****

Criteria for Approval

1. The parcel has existed in its current configuration and was created by a metes and bounds legal description recorded in a deed of transfer or sale at the office of the Guadalupe County Clerk prior to June 26, 1987; excluding those tax parcels which are identified as being created for tax purposes or deed of trust for borrowing money against a tract of parcel;
2. Is zoned for single-family residential dwelling;
3. Has frontage on a public street; and
4. Has access to utilities

Fee:	Received by:	Date:
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***Note: An agent must provide a signed "Legal Authorization by Property Owner" from the owner, when submitting this application**

Plat Exception Requirements

Please check or complete the appropriate blank and provide the requested information listed below:

Is this a residential property? Yes ____ No ____ Don't Know ____

Has this property been subdivided since July 1987? Yes ____ No ____ Don't Know ____

If yes, what date was the property subdivided? _____ Don't Know ____

If the property was annexed into the City after 1987, has the property been subdivided since the date the property was annexed? Yes ____ No ____ Don't Know ____

If yes, what date was the property subdivided? _____ Don't Know ____

Does the residence have street frontage on a public street? Yes ____ No ____ Don't Know ____

If no, does the residence have a private street that connects to a public street? Yes ____ No ____ Don't Know ____

List the utilities that service the property:

Water: _____
Sewer: _____
Electric: _____

ALL ITEMS LISTED MUST BE SUBMITTED TO BE ACCEPTED FOR REVIEW

- _____ 1. Completed Subdivision Plat Exception Application and any supporting documents (may include street deeds, old recorded subdivision plats, or deeds for adjacent plats)
- _____ 2. A copy of the owner's deed to the property
- _____ 3. A survey of the property, including all improvements existing at the time of application.
- _____ 4. A check payable to the City of Seguin in the amount of \$50.00 for plat fees.

Please allow 10 Business Days to receive the Director's determination