



Application Zoning Change/Rezoning/Map Amendment

Applicants must speak to city staff prior to submitting a zoning change request.
Multiple zoning requests on the same property will require a separate application & fee.

Zoning change Request From _____ to _____

Zoning Change Request	Fee
0-5 acres	\$500.00
Over 5 acres	\$1,000.00

Applicant: _____

Mailing Address: _____ City/State/Zip: _____

Email Address: _____ Phone number: _____

Record Owner of Property*: _____

Mailing Address: _____ City/State/Zip: _____

Email Address: _____ Phone number: _____

Address or General Location: _____

Property ID(s): _____ Site Acreage: _____

Legal Description: _____

Reason for, or explanation of, requested zoning change: _____

Signature of Applicant: _____ Date: _____

***Note:** The Applicant must provide a signed "Legal Authorization by Property Owner" from the owner, when submitting this application. **Email complete applications to:** reviews@seguintexas.gov

Criteria for Approval

1. The proposed zoning is consistent with the Comprehensive Plan and any community, neighborhood and other applicable land use and development plans.
2. The proposed zoning is compatible with existing and permitted uses of surrounding properties.
3. The proposed zoning does not have an adverse impact on surrounding properties or the natural environment.
4. The proposed zoning results in a logical and orderly development pattern.
5. Other factors that impact public health, safety, or welfare.

Fee:	Received by:	Date:
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Traffic Impact Analysis (TIA) Threshold Worksheet

A Traffic Impact Analysis (TIA) may also be required by the Planning Director, Planning and Zoning Commission, or City Council as part of a zoning change application. Please complete the TIA Worksheet below based on requested zoning designation and anticipated land use.

For Residential Development

Anticipated Land use	# of Units	Peak Hours	Peak Hour Trip Rate	Peak Hour Trips	Trip Rate Source
					ITE Code: Other:

- Peak Hour - The hour period during which a roadway, intersection, or interchange experiences the highest volume of traffic.
- Peak Hour Trip Rate - The projected number of vehicle trips (inbound and outbound) generated by a development during the hour period with the highest traffic volume.
- Peak Hour Trips - The total number of vehicles entering and exiting a proposed development during the hour period that experiences the highest traffic volume.

For Non-Residential Development

Anticipated Land use	Project Size			Peak Hours	Peak Hour Trip Rate	Peak Hour Trips	Trip Rate Source
	Acres	GFA	Other*				
							ITE Code: Other:

*Specify other : _____

If Property already has a TIA on file, complete this table; if not, skip to the next table

Peak Hours trips projected in Current TIA	Peak Hour Trips from one of the above tables Projected in Updated Project	Increase in Peak Hour Trips (if over 100 additional trips, a new TIA is required)

Information regarding the person/agency who prepared the TIA

I, being the undersigned preparer, acknowledge that the above information provided is accurate and up-to-date and based on the current proposed land use.

Prepared by: _____ Date: _____

Signature of Preparer: _____

Comments: _____

Notes: GFA (Gross Floor Area – building size)

ITE (Institute of Transportation of Engineers, *Trip Generation* 12th Edition, 1627 Eye Street St, NW, Suite 600 Washington, DC 20006)

Zoning Change Request Signage Posting Requirements

Applicants are required to post a zoning change request sign on the subject property in accordance with Section 211.0073 of the Texas Local Government Code (TLGC).

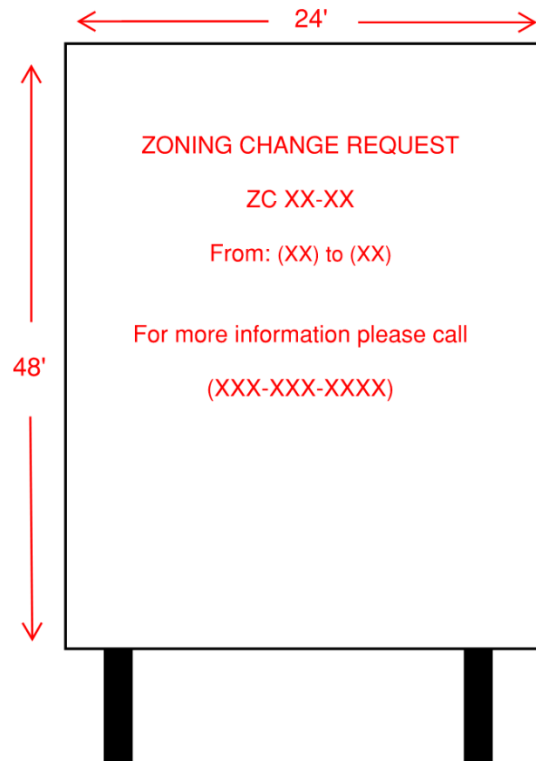
☐ **Checking this box acknowledges you are aware and will abide by the signage posting and timeline requirements of Section 211.0073 of the TLGC. Failure to abide or maintain signage in accordance with Section 211.0073 will result in the postponement of the requested zoning change.**

- A zoning notice sign shall be posted on the property affected by the change.
- The property owner/applicant or designee will be responsible for posting and maintaining the zoning notice sign.
- The sign must be a minimum of 24 inches long and 48 inches wide.

- Zoning notice sign shall contain the following:

- Sign intent (ZONING CHANGE REQUEST)
- Zoning case number
- Current zoning & requested zoning (ex: Public to Commercial)
- For more information please call (case manager's phone number)

- The sign must be posted no later than the 10th day before the date of the Zoning Commission meeting and remain posted until after the second reading at City Council for the requested zoning change.



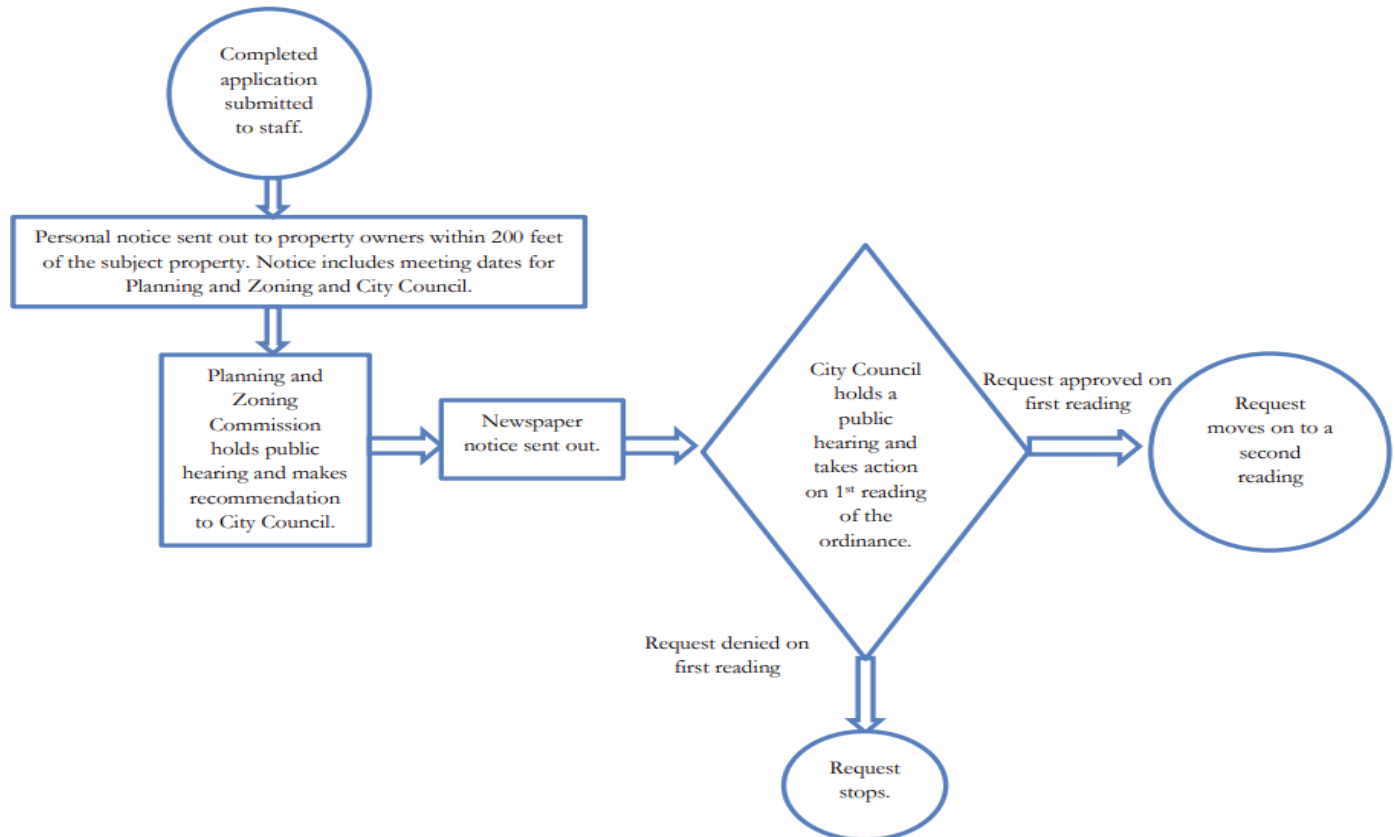
- The property owner/applicant or designee shall provide verification (photograph sent via email to the assigned case manager) that the sign is in place ten (10) days prior to the Zoning Commission meeting.
- Failure to provide city staff verification on the required day will violate Texas state law and will result in the postponement of the zoning change request to the next Zoning Commission meeting and be subject to a renotification fee.
- The sign shall not be placed within the right-of-way or in a location that will impede the sight visibility of pedestrians, bicyclists, and motorists or create traffic hazards or impede sight visibility.

Zoning Change Request Process and Attendance Requirements

☐

Checking this box acknowledges that I am aware of the Planning and Zoning Commission & City Council meeting dates for my request and the zoning change process and timeline requirements shown below and in Section 2.4 of the city's Unified Development Code (UDC). I also acknowledge that city staff will only present the request to the Commission and City Council and will not advocate for the request on my behalf.

Zoning Change Process



Signature of Applicant: _____ Date: _____

Applicant Attendance at Meetings:

The applicant or an authorized representative is strongly encouraged to attend all scheduled meetings related to this application. Attendance is important to answer questions and provide clarification regarding the request. The case manager will present the application and applicable code regulations but will not serve as the applicant's representative for the request.