



**CAPITAL  
PROJECTS/  
ENGINEERING**

**To:** Development Services Customers

**Subject:** **Technical Memorandum TM-2022-03**  
**Drainage Requirements for Site Permits & Building Permits**

**Date:** Issued October 5, 2022

**Created By:** Capital Projects / Engineering Department

**Purpose:**

As a customer service initiative, the Capital Projects / Engineering Department of the Development Services Center (DSC) provides this technical memorandum to provide guidance to the Engineering and Development Community concerning drainage requirements for Site Plan preparation and Building Permits.

**Scope:**

This memorandum provides guidance regarding the level of information and associated engineering documents required for a Site Permit (SPR) drainage review. Note that all parking areas and travel lanes shall comply with City, Fire Code, and ADA standards; the intent of this memorandum is to supply guidance solely for drainage review.

<b>Development Impact</b>	<b>Submittal Requirements</b>
Less than one acre of land; and < 1,000 SF additional impervious cover.	Site location map; Site drawing or sketch showing any existing features, buildings, and infrastructure and proposed limits of disturbance for the project; Temporary erosion control plan should be included.  <i>Stormwater attenuation requirements, per UDC Section 4.6, are typically waived when the proposed improvements will not impact or affect adjoining properties.</i>
Less than one acre of land; and 1,000 – 4,999 SF additional impervious cover; or Agricultural development (not including feedlots)	Site location map; Site drawing or sketch showing: 1. Existing drainage ways and easements; 2. Runoff flow directions (arrows); 3. Floodplain boundaries; 4. Proposed improvements; 5. Proposed drainage and erosion control facilities; 6. A copy of the survey plat showing the lot layout, streets, and utility and drainage easements; 7. Temporary erosion control plan.  <i>Stormwater attenuation requirements, per UDC Section 4.6, are typically waived when the proposed improvements will not impact or affect adjoining properties.</i>
≥ 5,000 SF additional impervious cover; or Development within FEMA designated Special Flood Hazard Area (Floodplain)	Site location map; Construction drawings (signed and sealed by licensed (TX) engineer); Drainage Report (signed and sealed by licensed (TX) engineer)  <i>Stormwater attenuation requirements in accordance UDC Section 4.6 are required.</i>

**Summary:**

This informational technical memorandum is provided as policy until incorporation into the Seguin Uniform Development Code, Technical Guidance Manual, and/or Stormwater Criteria Manual. This policy is effective immediately. For additional information, please contact Capital Projects /Engineering Department at 830-401-2776.

Prepared by: Michael Sharp, Project Manager

Reviewed & Authorized by: Melissa Reynolds, PE, CFM, MPA; City Engineer