

## **Plan Review Submittal Process**

(Subdivision Plats, Public Improvement Construction Plans (PICP), Site Plans)

- Plan Review Submittal Email: [reviews@seguintexas.gov](mailto:reviews@seguintexas.gov)
- Each email should contain the following attached as separate PDFs:
  - Application form or a statement that the application has been submitted in person
  - Plans or plat for review (combined as a single PDF)
  - Any necessary backup information as a separate PDF (drainage report, traffic impact analysis, letter of authorization, etc.)
- All pages of the plan or plat for review should be in a single PDF. PDFs of individual plan sheets will not be accepted. Site plans should include all civil and landscape plans.
- Plans may be no larger than 10MB in size because of email file size limits. Multiple emails with multiple plans for the same submittal cannot be accepted at this time (example: 1 of 2; 2 of 2; etc.). Options for submitting large files include:
  - Hand delivery of CD or DVD
  - A link to an online shared storage source (i.e. Dropbox, FTP, Google Drive)
- Prior to placing the complete plans in review, payment is required. Payment can be made in person, over the phone by credit card, or by mail. Please contact Francis Serna, Planning Assistant, for payment at 830-386-2505 or [fserna@seguintexas.gov](mailto:fserna@seguintexas.gov). Please note that a 2% processing fee is added to all credit card transactions.
- Once payment is made, you will receive an email that your plans have been placed in review.

## **Resubmittal Review Process**

- Resubmit Plans/Plats with the email stating that your plans have been placed in review (reply to [reviews@seguintexas.gov](mailto:reviews@seguintexas.gov)).
- Attach the complete revised plan set addressing all comments. Do not send individual sheets or only revised sheets. The complete/full plan set is required.
- A letter with responses to comments may be attached as a PDF to explain revisions. This will be routed to all reviewers along with the revised plans. Questions regarding review comments should be addressed to the reviewer who made the comment. The [reviews@seguintexas.gov](mailto:reviews@seguintexas.gov) address is only for submitting plans.
- You will receive an autoreply verifying receipt when resubmitting plans to [reviews@seguintexas.gov](mailto:reviews@seguintexas.gov). If you do not receive an autoreply, please contact Francis Serna, Planning Assistant, 830-386-2505 or [fserna@seguintexas.gov](mailto:fserna@seguintexas.gov) to verify receipt.