



Pre-Development Information

Thank you for your interest in developing your project in the City of Saginaw. The following information will assist you in submitting your project to meet the City of Saginaw's development regulations and standards. If you have any questions, feel free to reach out to the Planning and Zoning Staff at 817-230-0440 or 817-230-0550.

Submittal Information:

All submissions must be received on Monday's during normal business hours (7:00AM - 5:30PM) to commence processing on Tuesday. Review will occur the following Thursday (*time permitting*) and comments will be sent on/by the following Monday (*2-week turn around, 8 PW business days*). A complete submission will consist of the following:

- All submissions must be received on Mondays during normal business hours (7:00AM - 5:30PM) in accordance with the [development calendar](#) to commence processing on Tuesday. A complete submission will consist of the following:
 - (1) Physical Copy couriered or hand-delivered to [205 Brenda Lane Saginaw, TX 76179](#) or mailed to the City of Saginaw, ATTN: Planning & Zoning, P.O. Box 79070, Saginaw, Texas 76179.
 - (1) Digital Copy submitted online through the portal (e-mail to pz@saginawtx.org if the application is not available).
 - All files must be named as follows:
 - Development Name (Submission Type-S"Submission #-Date of Revisions)
 - Ex: Saginaw Public Works Facility (Civils-S1-02.21.24)
 - (1) Formal Response Letter:
 - Response to all the previous comments provided by DRC in your letter and your civils indicate revisions to these comments with proper clouding and a reference to the comment number.
 - List any new revisions that you have made to your plans outside of DRC's requests since your last submission, changes must be redlined on plans with an indication of a new change.
 - (1) Letter of Acknowledgment (*Initial submissions only*)
 - Any Applicable Fees (see below)

Reviews:

Development Review Committee (DRC) aims to review all submission within a two-week turn around at which time review comments will be provided. We will communicate any exclusions to this estimated timeframe to you in advance. (Holidays, busy season, etc.)

Internal Resources:

- [Comprehensive Plan](#)
- [Construction Criteria](#)
- [Design Criteria](#)
- [Final Plat and Construction Documents](#)
- [Maps](#)
- [Open Records Request](#)
- [Preliminary Plat](#)
- [Permitted Use Table](#)
- [Site Plan Requirements](#)
- [Special Districts](#)
- [Subdivision Ordinance](#)
- [Zoning Districts](#)
- [Zoning Ordinance](#)



Pre-Development Information

Applications:

- [Early Grading Permit](#)
- [Fire Hydrant Rental Application](#)
- [Letter of Acknowledgment](#)
- [Meeting Request Form](#)
- [Plat Application](#)
- [Right of Way Permit](#)
- [Small Cell Node/Support Poles Permit](#)
- [Specific Use Permit Application](#)
- [Zoning Application](#)

External Resources:

- [City of Fort Worth Impact Fees](#)
- [Municode \(Database for City Ordinances\)](#)
- [Tarrant Appraisal District](#)
- [Tarrant Appraisal District Map](#)
- [Tarrant County Clerk](#)
- [Property Taxes](#)
- [Request Official Copies of Plats](#)

City Staff Contacts:

**Contacts in asterisks are members of the Development Review Committee.*

Title	Name	Email	Phone
Public Works Director	Randy Newsom*	rnewsom@saginawtx.org	W:(817) 230-0448 C: (817) 313-3035
Assistant Public Works Director	Jarred Coursey	jcoursey@saginawtx.org	W:(817) 230-0449 C: (817) 819-7740
Planning Manager	Susy Victor-Trevino*	svictor@saginawtx.org or pz@saginawtx.org	W:(817) 230-0440 C: (682) 359-8529
Planner Technician	Maria Hernandez	mhernandez@saginawtx.org or pz@saginawtx.org	W:(817) 230-0444 C: (817) 819-8213
Planner (LJA)	Abra Nusser	anusser@lja.com	W:(214) 559-8898 C: (972) 339-8186
Chief Building Official	Larry Little*	llittle@saginawtx.org	W:(817) 230-0457 C: (817) 366-4151
Sr. Building Inspector	Chris Dyer	cdyer@saginawtx.org	W:(817) 230-0452 C: (682) 215-7758
Economic Development Director	Keith Rinehart	krinehart@saginawtx.org	W:(817) 230-0331
Engineer (KHA)	Misty Christian*	misty.christian@kimley-horn.com	W:(817) 900-8525 C: (214) 585-1326
Environmental Manager	Matt Regan*	mregan@saginawtx.org	W:(817) 230-0442 C: (817) 819-5320
Environmental Specialist	Glenn Reeves	greeves@saginawtx.org	W:(817) 230-0442 C: (817) 819-8248
Fire Marshal	John Cook*	johncook@saginawfire.us	W:(817) 230-0404 C: (682) 269-6001
Operations Manager	Paul Wrzesinski	pwrzesinski@saginawtx.org	W:(817) 230-0445 C: (817) 687-8197
Utilities Inspector	Bill Hurst	bhurst@saginawtx.org	C:(817) 946-4751

Please Note: In an effort to ensure effective communication, please copy the “[Planning E-Mail](#)” in all correspondence regarding your development.