



*Public Works  
Engineering Division*

## CITY OF CONROE

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### REPLATS

The following documents are provided as required by the City of Conroe for use in the above titled platting submittals:

- *Submittal Questionnaire (1-page).*
- *Preliminary Plat & Replat Application & Checklists (14-pages).*
- *Public Hearing Request (1-page).*
- *Additional Requirements Attachment § 212.015. (1-page).*
- *Public Hearing Notice to be published in Conroe Courier (1-page).*
- *Notice to Adjacent Property Owners of Replat (1-page).*
- *Final Plat & Replat Application & Checklists (8-pages).*
- *Owner's Certification (1-page).*
- *Surveyor's Certification (1-page).*
- *Maintenance Note (2-pages).*
- *Certificate of Approval by Planning Commission (1-page).*

In addition, refer to City of Conroe Standard Legal documents and Standard Easement forms as required for use in various platting and plan review submittals.



# CITY OF CONROE

## SUBMITTAL QUESTIONNAIRE

**Please check the type of plans you are submitting:**

- 1. **ENGINEERING PLANS:**  
Residential Subdivision, Duplex, Condominium Development, Patio Homes, Town Homes
- 2. **COMMERCIAL SITE PLANS:**  
Commercial Developments (Apartments, Retail, Warehouse, Office, Industrial, Restaurant, Theater, etc.)
- 3. **LAND STUDY**
- 4. **PLAT/RE-PLAT:**  
Preliminary or Final Plat, or Preliminary or Final Plat Re-Plat
- 5. **SUBDIVISION BY METES & BOUNDS:**  
Request for Subdivision by Metes and Bounds
- 6. **VACATING PLAT:**  
Request for Vacating Plat
- 7. **MINOR PLAT:**  
Minor Plat (No Minor Replats, all Replats must be approved by Planning Commission)
- 8. **AMENDING PLAT**

***NOTE: Montgomery County 911 address(es) may be required to be submitted with the above. Please see individual applications & checklists, and "Addressing Procedure" on the Community Development webpage at [www.cityofconroe.org](http://www.cityofconroe.org) for more information.***

**Please identify if project is located in:**

**CITY LIMITS** \_\_\_\_\_ **or** **PLANNING AREA** \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

(Company Name)

DELIVERED BY: \_\_\_\_\_

(Please Print)

PHONE NUMBER: \_\_\_\_\_

# City of Conroe

## APPLICATION FOR PRELIMINARY APPROVAL OF SUBDIVISION PLAT OR REPLAT

**A. GENERAL INFORMATION (THIS SECTION MUST BE FULLY COMPLETED)**

1. Name of Proposed Subdivision \_\_\_\_\_
  
2. Name of Owner \_\_\_\_\_  
 Contact person \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_
  
3. Name of Registered Professional Land Surveyor \_\_\_\_\_  
 Contact person \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_
  
4. Name of Licensed Professional Engineer \_\_\_\_\_  
 Contact person \_\_\_\_\_ Email: \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

**B. SUBDIVISION SPECIFICATIONS**

1. General Location: City Limits \_\_\_\_\_ Planning Area \_\_\_\_\_
2. Survey Name \_\_\_\_\_ Abstract No. \_\_\_\_\_
3. Total Acreage \_\_\_\_\_ No. of Lots \_\_\_\_\_ No. of Blocks \_\_\_\_\_
4. Total Acreage in Reserves \_\_\_\_\_ No. of Reserves \_\_\_\_\_
5. Type of Subdivision:  
 Unit Development Residential \_\_\_\_\_ Single Family Residential \_\_\_\_\_  
 Multi-Family Residential \_\_\_\_\_ Manufactured Home Sub. \_\_\_\_\_  
 Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Other \_\_\_\_\_ Explain \_\_\_\_\_

**C. IMPROVEMENTS (SEE LAND STUDY CHECKLIST AND CITY ORDINANCE CHAPTER 94 FOR REQUIREMENTS)**

1. Streets: Curb and Gutter \_\_\_\_\_ Asphalt \_\_\_\_\_ Concrete \_\_\_\_\_
2. General Drainage: Storm Sewer \_\_\_\_\_ Open Ditch \_\_\_\_\_
3. Sanitary Facilities: City of Conroe System \_\_\_\_\_ Septic Tank \_\_\_\_\_  
 Private Utility Company \_\_\_\_\_  
 (Name and Address)  
 M U D \_\_\_\_\_  
 (Name and Address)
4. Water Supply: City of Conroe System \_\_\_\_\_ Individual Wells \_\_\_\_\_  
 Private Utility Company \_\_\_\_\_  
 (Name and Address)  
 M U D \_\_\_\_\_  
 (Name and Address)

**D. SCHEDULE OF FEES:** Make check payable to the City of Conroe in the proper amount.

Application for a standard subdivision plat: **\$150.00 plus \$6.00 per lot, plus \$30.00 per acre for reserves.**

Amount of submittal fee: \_\_\_\_\_

## City of Conroe

E. Are variances requested? ( )Yes ( )No

If yes, please attach your request by separate letter stating the variances requested, the City's present standards, and what specific, unique conditions exist that make the City's standards less applicable than what you propose. (Note that any deviations from the ordinance will require a variance to be granted by the Planning Commission.)

F. **CERTIFICATION**

This is to certify that to the best of my knowledge, the information concerning the proposed subdivision is true and correct, that I am the actual owner or authorized agent for the owner of the above described property, and that I have complied with all of the City of Conroe Ordinance Requirements for submitting a preliminary plat or replat for approval.

\_\_\_\_\_   
 Date

\_\_\_\_\_   
 Signature of Owner and/or Agent

FOR COMMUNITY DEVELOPMENT DEPARTMENT USE ONLY
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DATE OF PLANNING COMMISSION MEETING \_\_\_\_\_

***NOTE: A Montgomery County 911 addressed plat is required to be submitted with the Final Plat submittal package for acceptance to be placed on the Planning Commission Agenda.***

**Please see “Addressing Procedure” on the Community Development webpage at [www.cityofconroe.org](http://www.cityofconroe.org) for more information.**

City of Conroe

ADMINISTRATIVE CHECKLIST

PRELIMINARY PLAT OR REPLAT

ALL ITEMS MUST BE SUBMITTED FOR REVIEW TEN DAYS PRIOR TO THE MEETING DATE, TO BE ACCEPTED FOR REVIEW AND FOR PLACEMENT ON THE AGENDA.

NOTE: THE PLANNING COMMISSION MEETS THE 1ST AND 3RD THURSDAY OF EACH MONTH. CALL (936) 522-3100 TO CONFIRM THE MEETING TIME.

DO NOT SUBMIT A PRELIMINARY PLAT OR LAND STUDY THAT DOES NOT COMPLY WITH CITY ORDINANCE (WITH THE EXCEPTION OF VARIANCES REQUESTED). IF THE LAND STUDY AND PRELIMINARY PLAT ARE REJECTED BY THE PLANNING COMMISSION, ALL ITEMS ON THIS LIST WILL BE REQUIRED AGAIN FOR THE NEW SUBMITTAL.

Subdivision Name: \_\_\_\_\_

Planning Commission Meeting of: \_\_\_\_\_

NOTE: ALL BLANKS IN THE "O.R." COLUMN SHALL BE FILLED IN BY THE OWNER'S REPRESENTATIVE (O.R.) WITH EITHER A CHECKMARK FOR "COMPLETED", OR N/A FOR "NOT APPLICABLE".

Table with 3 columns: Item Number, Description, CITY, O.R. Items include: 1. Application for a Preliminary Plat Approval, 2. Preliminary Plat Checklist, 3. Written request for variances, 4. Letter of Engineer's Authorization to represent Owner in the platting process, 5. Check payable to the City of Conroe in the amount of \$, 6. Ten (10) copies of the Preliminary Plat, 7. Land Study Checklist, 8. Ten (10) copies of the Land Study, 9. A digital copy of the plat boundary only.

Signature of Developer/Agent

Date

## City of Conroe

**PRELIMINARY PLAT OR REPLAT CHECKLIST/LAND STUDY CHECKLIST**

Subdivision Name: \_\_\_\_\_ Planning Commission Meeting of \_\_\_\_\_

**NOTE: FILL BLANKS IN THE "O.R." COLUMN WITH EITHER A CHECKMARK FOR "COMPLETED" OR N/A FOR "NOT APPLICABLE". ALL APPLICABLE ITEMS SHALL BE SHOWN ON THE PLAT.**

	<u>CITY</u>	<u>O.R.</u>
1. Each preliminary plat must be drawn to a scale no smaller than one 100 feet to one inch with a minimum text size of 1/10 inch. (94-109(a))	_____	_____
2. Sheet size no greater than 20" X 24". (required by County Clerk)	_____	_____
3. The name of the proposed subdivision. (94-109(b)(1))	_____	_____
4. The proposed section number, if any. (94-109(b)(2))	_____	_____
5. The total acreage within the subdivision, the total number of lots, and the total acreage within all reserves. (94-109(b)(3))	_____	_____
6. The name and address of the owner. (94-109(b)(4))	_____	_____
7. The name and address of the surveyor preparing the plat. (94-109(b)(5))	_____	_____
8. The north-point and map scale. (94-109(b)(6))	_____	_____
9. A vicinity map, showing the location of the subdivision in relation to the city limits of Conroe, existing streets, survey lines, lakes, rivers or other major streams. (94-109(b)(7))	_____	_____
10. The subdivision boundary drawn in a heavy line with all bearings, distances, and all curve information shown. A scaled bearing and distance from a corner of the subject tract to the original survey (patent) of which the newly created tract is a part and stating that the bearing and distance is scaled. If the subject tract is being newly created, at least two corners are to be referenced to two corners of the parent tract with bearing and distance. (94-109(b)(8))	_____	_____
11. All natural or artificial water or drainage courses or facilities, streets, alleys, pipelines, utility or other easements, located within the subdivision and which are apparent on the ground or are evidenced by instruments recorded in the real property records of the County, together with all extensions of such water or drainage courses or facilities, streets, alleys, pipelines, utility or other easements within 200 feet of the boundaries of the land to be subdivided. (94-109(b)(9))	_____	_____
12. For all adjoining lands, a depiction of the boundaries together with a reference to the ownership of the adjoining land and the recorded instruments which define such boundaries, provided, however, that for adjacent subdivided lands it shall be sufficient to refer to the subdivision name and recording information without reflecting the ownership of individual adjacent lots. (94-109(b)(10))	_____	_____

## City of Conroe

	<u>CITY</u>	<u>O.R.</u>
13. The location and boundaries of areas within the subdivision which are located within the 100 year floodplain or floodway, as scaled from the official Flood Insurance Rate Map(s) applicable to the land shall be shown in a heavy solid line with reference to the applicable flood insurance rate map panel number and date. (94-109(b)(11))	_____	_____
14. All proposed blocks and lots, together with their proposed numbering. (94-109(b)(12))	_____	_____
15. Complete bearings and dimensions for all front, rear and side lot or block lines. (Proper use of ditto marks, line tables and curve tables are allowed.) (94-109(b)(13))	_____	_____
16. All front, rear, and side lot building setback lines. (94-109(b)(14))	_____	_____
17. All proposed reserves, together with their proposed alphabetical designation, acreage, and use. (94-109(b)(15))	_____	_____
18. The name, width and layout of proposed streets, roads and alleys, including complete curve data, the length and bearings of all tangents, and dimensions from all angle point and points of curve to an adjacent side lot line. (94-109(b)(16))	_____	_____
19. All proposed utility, drainage or other easements. (94-109(b)(17))	_____	_____
20. All proposed open spaces, parks, and recreational areas. (94-109(b)(18))	_____	_____
21. Any required dedications or reservations necessary to conform to the master plan. (94-109(b)(19))	_____	_____

**DEVELOPMENT WITHIN FLOODPLAIN (94-224)**

1. Development within a 100-year floodplain must conform to the requirements of the City's flood plain management regulations and may not result in an increase in the height of the 100-year base flood elevation. (94-224(a))	_____	_____
2. For subdivision developments greater than five acres or 50 lots in size, the developer shall provide base flood elevation data if such information is not readily available from the community flood insurance rate map or flood hazard boundary map. The study shall be an extension of that made by the Federal Emergency Management Agency. A revised HEC II model shall be submitted showing the effect of the new development on surface water elevation. (94-224(b))	_____	_____
3. A proposed residential subdivision lot which is to be located wholly within the 100-year floodplain must contain a minimum area of one-half acre. A proposed residential subdivision lot which is to be located partially within the 100-year floodplain must contain at least 5,000 feet of area outside the floodplain or must contain a total minimum area of one-half acre. No lots or spaces of a mobile home subdivision or park may be located within a 100-year floodplain. (94-224(c))	_____	_____

City of Conroe

**LOT AND BLOCK DESIGN (94-251,252,253)**

	<u>CITY</u>	<u>O.R.</u>
1. Within a residential development block length should normally not exceed 1,400 feet. If the average lot size exceeds 7,000 feet, a reasonable block length not in excess of 2,000 feet may be permitted. (94-251(a))	_____	_____
2. Outside of residential areas and along major thoroughfares, railroads, bodies of water or similar barriers a reasonable block length not to exceed 2,300 feet may be permitted. (94-251(b))	_____	_____
3. Frontage on a public street, or upon a private street which provides access to a public street. (94-252(a)(1))	_____	_____
4. A minimum lot width of 50 feet measured along the street frontage. (94-252(a)(2))	_____	_____
5. A minimum depth of 100 feet. (94-252(a)(3))	_____	_____
6. A minimum area of 5,000 feet. (94-252(a)(4))	_____	_____
7. For radial lots abutting a curved street or cul-de-sac the minimum width is established by measurement at the building line. (94-252(b))	_____	_____
8. Side lot lines should be at right angles to the fronting street or radial to curved street lines. Flag lots are prohibited except where unique property features prevent satisfaction of the street frontage requirements. Flag lots may not be used where the construction of direct access streets is feasible. (94-252(c))	_____	_____
9. The use of residential lots fronting directly upon major thoroughfares is discouraged. The Planning Commission may require the use of double frontage or reverse frontage lots to separate residential development from major thoroughfares or freeways. Other uses of reverse or double frontage lots are prohibited. (94-252(d))	_____	_____
10. Rear and side driveway access to major thoroughfares is prohibited. (94-252(e))	_____	_____
11. Within a block where the average interior lot width is less than 60 feet the minimum width of each corner lot must be: 1) Ten feet wider than the average interior lot width if neither street is a major thoroughfare; or 2) Twenty feet wider than the average interior width if either street is a major thoroughfare. (94-253(a))	_____	_____
12. Lots backing upon an artificial or natural drainage way must have sufficient depth to provide a minimum depth of 70 feet when measured from the front building setback line to the easement line. (94-253(b))	_____	_____
13. Lots facing or backing upon a major thoroughfare must be ten feet greater in depth than the average depth of the lots within the subdivision that do not face or back up to a major thoroughfare. (94-253(c))	_____	_____

**URBAN ESTATE RESIDENTIAL SUBDIVISIONS (94-254)**

1. Urban estate residential subdivisions consist of single family residential lots having a minimum area of 20,000 square feet with a minimum of 100 feet of street frontage. Because of the larger lot size and lower population and traffic densities within these subdivisions the use of open ditch streets may be permitted. (94-254)	_____	_____
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City of Conroe

**UNIT DEVELOPMENTS (94-255, 256)**

**(PATIO HOMES, TOWNHOMES, ONE SIDE WALL LACKING WINDOWS OR DOORS)**

	<u>CITY</u>	<u>O.R.</u>
1. Within a unit development each lot must have a minimum lot area of 1,400 square feet (94-255(b)(1))	_____	_____
2. Within a unit development each lot must have minimum lot width of 20 feet. (94-255(b)(2))	_____	_____
3. Within a unit development each lot must have frontage on a public street if the lot has 3,500 or more square feet of area. (94-255(b)(3))	_____	_____
4. Within a unit development each lot must have frontage on a public street, or on a common courtyard/open space fronting a public street if the lot has less than 3,500 square feet of area. (94-255(b)(4))	_____	_____
5. Compensating open space within unit developments: Within each unit development compensating open space must be provided in accordance with the following schedule (94-256(a)):	_____	_____

**COMPENSATING OPEN SPACE REQUIREMENTS (LOTS LESS THAN 5,000 SQUARE FEET IN AREA)**

LOT AREA (SF)	OPEN SPACE PER LOT (SF)	LOT AREA (SF)	OPEN SPACE PER LOT (SF)
1400-2000	720	3501-4000	300
2001-2500	600	4001-4500	200
2501-3000	500	4501-less than 5,000	100
3001-3500	400		

6. Courtyards must have an average minimum width of 25 feet between facing building fronts, with an absolute minimum width of 20 feet. The maximum length of a courtyard should not exceed 200 feet measured from the abutting street to the innermost point of the courtyard. (94-256(e))	_____	_____
7. The City shall not be responsible for the maintenance of open spaces. Covenants (on the plat or by separate document), filed of record and running with the land, shall make provision for a maintenance entity authorized to provide maintenance of open spaces through assessment of the costs thereof to lot owners within the subdivision. Such covenants shall provide for a lien against the subdivision to secure payment of the assessed costs. (94-256(f))	_____	_____

**MANUFACTURED HOME SUBDIVISIONS (94-258)**

1. Manufactured home subdivisions must include a minimum of 20 lots regardless of the lot size. (94-258(b))	_____	_____
2. Manufactured home subdivision lots or spaces must have a minimum lot width of 40 feet and a minimum area of 4200 square feet. (94-258(c))	_____	_____
3. Compensating open space in the amount of 250 square feet per lot is required for each manufactured home lot or space having an area of less than 5,000 square feet. Voluntary payments for public park improvements may be made in lieu of on-site open spaces. (94-258(d))	_____	_____

City of Conroe

- |   | <u>CITY</u> | <u>O.R.</u> |
|---|-------------|-------------|
| 4. Streets, drainage and water and sewer service shall be provided per the provisions of this chapter generally applicable to subdivisions except where an alternate standard is made applicable by this section. (94-258(e))   | _____       | _____       |
| 5. Manufactured home subdivision lots may not front or have direct access to an existing public street and access shall be provided by means of internal public or private streets. (94-258(f))   | _____       | _____       |
| 6. Each exterior boundary of a manufactured home subdivision must be screened as provided in this section and provisions for continued maintenance for this screening must be made through covenants that run with the land and authorize the cost of maintenance to be assessed against lots within the subdivision. (94-258(g)) | _____       | _____       |
| 7. Manufactured home subdivisions must be devoted to the exclusive use of manufactured housing and may not be combined with other housing forms. (94-258(h))  | _____       | _____       |

**BUILDING SETBACK RESTRICTIONS (94-259)**

**IN GENERAL, THE FOLLOWING BUILDING SETBACK RESTRICTIONS APPLY REGARDLESS OF THE SIZE OR USE OF THE PROPERTY:**

- |  |       |       |
|--|-------|-------|
| 1. A front yard setback line 25 feet from the adjacent street right-of-way, and a front yard setback line 20 feet from the adjacent street right-of-way for lots in a cul-de-sac. (94-259(a)(1))   | _____ | _____ |
| 2. A side yard setback line of five feet from the side lot of an adjacent lot. (94-259(a)(2))  | _____ | _____ |
| 3. A side yard setback line 20 feet from the side street right-of-way line of an adjacent major thoroughfare. (94-259(a)(3))   | _____ | _____ |
| 4. A side yard setback line ten feet from the side street right-of-way line of a street other than a major thoroughfare. (94-259(a)(4))  | _____ | _____ |
| 5. A rear yard setback line ten feet from an adjacent rear lot line or rear street right-of-way. (94-259(a)(5))  | _____ | _____ |
| 6. Along a street other than a major thoroughfare, the front yard setback may be reduced to 20 feet from the adjacent street right-of-way if the subdivision lots are restricted to single family residences and have an average depth of 100 feet or less. (94-259(b))                          | _____ | _____ |
| 7. Along a street other than a major thoroughfare, a setback line of 20 feet must be provided from the right-of-way line of each street which is both adjacent to property developed for apartment use, and from which street driveway access is provided to the apartment property. (94-259(c)) | _____ | _____ |
| 8. Within a unit development the Planning Commission shall consider and establish setback lines appropriate to the nature of the development. (94-259(d))  | _____ | _____ |
| 9. If a required building setback line changes from one lot to an adjacent lot, a transitional setback line must be provided having a minimum angle of 45 degrees. Such transition must take place on the lot having the lesser setback requirement. (94-259(e))                                 | _____ | _____ |

City of Conroe

**SCREENING REQUIREMENTS (94-261)**

**CITY**      **O.R.**

- |    |   |       |       |
|----|---|-------|-------|
| 1. | Where residential subdivisions are platted adjacent to existing commercial uses or so that the rear yards of residential lots are adjacent to a dedicated street, screening shall be provided within the residential subdivision separating the subdivision from the street or commercial use. (94-261(a))  | _____ | _____ |
| 2. | Where commercial properties are platted adjacent to existing residential uses, screening shall be provided within the commercial subdivision separating the subdivision from the residential use. (94-261(b))   | _____ | _____ |
| 3. | Screening must consist of 1) an opaque fence, wall or other permanent opaque barrier at least six feet in height (1-foot restricted buffer strip) or 2) any combination of trees, shrubs, berms, fencing or other landscaping which is initially at least four feet in height and which will form, within one year, a year-round dense screen at least six feet in height. (10-foot restricted buffer strip) (94-261(c,d))  | _____ | _____ |
| 4. | The City shall not be responsible for the maintenance of required screening. Covenants (on the plat or by separate document) filed of record and running with the land, shall make provision for a maintenance entity authorized to provide maintenance of screening improvements through the assessment of the costs thereof to lot owners within the subdivision. Such covenants shall provide for a lien against the subdivision lots to secure payment of the assessed costs. (94-261(e)) | _____ | _____ |

**STREETS AND RIGHTS-OF-WAY (94-291-300)**

**THE STREET LAYOUT WITHIN EACH PROPOSED SUBDIVISION SHOULD BE DESIGNED TO:**

- |    |  |       |       |
|----|--|-------|-------|
| 1. | Permit the convenient movement of traffic within the subdivision. (94-291(1))  | _____ | _____ |
| 2. | Minimize through traffic in residential neighborhoods through the appropriate use of loop roads and cul-de-sacs. (94-291(2))   | _____ | _____ |
| 3. | Conform to the master plan. (94-291(3))  | _____ | _____ |
| 4. | Provide access to adjacent properties and coordinate with other existing, proposed or anticipated streets, whether inside or outside the proposed subdivision. (94-291(4))   | _____ | _____ |
| 5. | Conform to the topography and preserve scenic views, waterways, trees, and other attractive natural features. (94-291(5))  | _____ | _____ |
| 6. | Avoid excessive conformity in lot appearance through the use of appropriate alternatives to gridiron patterns. (94-291(6))   | _____ | _____ |
| 7. | Provide for storm water drainage. (94-291(7))  | _____ | _____ |
| 8. | Minimum 20 feet right-of-way for alleys, which means a minor public right-of-way providing a secondary means of vehicular access to abutting property and which is used primarily for vehicular access to the rear side of commercial properties which abut another public street. (12 feet back-to-back of curb, minimum pavement width) (94-293(a)(1)) | _____ | _____ |
| 9. | Minimum 50 feet right-of-way for minor streets with an ultimate length which does not exceed 700 feet and serves the sole function of providing access to abutting residential properties. (29 feet back-to-back of curb, minimum pavement width) (94-293(a)(2))   | _____ | _____ |

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	<u>CITY</u>	<u>O.R.</u>
10. Minimum 60 feet right-of-way for local streets which exceeds, or is planned to exceed an ultimate length of 700 feet and which serves the primary function of providing access to abutting residential properties and may serve a limited role as a collector for minor street traffic. (29 feet back-to-back of curb, minimum pavement width) (94-293(a)(3))	_____	_____
11. Minimum 60 feet right-of-way for collector streets which serve the primary function of carrying traffic from minor or local streets to a major street and may serve a limited role providing access to abutting properties. (39 feet back-to-back of curb, minimum pavement width) (94-293(a)(4))	_____	_____
12. Minimum 80 feet right-of-way for major thoroughfares meaning an arterial street which carries high volumes of traffic and which is intended to move traffic in, out, or around the City (49 feet back-to-back of curb, minimum pavement width) (94-293(a)(5))	_____	_____
13. Minimum 70 feet right-of-way for commercial/industrial streets serving abutting property which is substantially developed for commercial or industrial use or which is reserved for such purposes. (49 feet back-to-back of curb, minimum pavement width) (94-293(a)(6))	_____	_____
14. 22 feet minimum pavement width for minor and local streets for open ditch design and 30 feet minimum pavement width for collector streets for open ditch design may be provided within urban estate residential subdivisions. (94-293(a,b))	_____	_____
15. Within the City subdivision streets shall be constructed of asphalt or concrete in accordance with the city's approved technical standards. In general, curb and gutter streets utilizing underground storm sewer drainage shall be provided are asphalt or concrete in accordance with City approved technical standards. (94-293(b))	_____	_____
16. Outside of the city all streets must comply with the right-of-way requirements generally applicable to streets within the City, but may be constructed in accordance with the standards applicable under the subdivision standards of the County. (94-293(c))	_____	_____
17. Paved alleys are required in commercial or industrial developments except where other acceptable provisions have been made for service access and off-street loading. (94-294)	_____	_____
18. Alleys shall have a turn-around with a minimum radius of 20 feet at the closed end if only one point of access is provided. (94-295(a)(1))	_____	_____
19. Intersecting alleys shall have corner cut-offs at least 20 feet on a side. (94-295(a)(2))	_____	_____
20. Cul-de-sac streets shall have a turn around with a minimum radius of 50 feet in areas devoted to single family use, and 60 feet in all other areas. (94-295(b)(1))	_____	_____
21. Cul-de-sac streets shall have a maximum length of 1000 feet for areas devoted to single family use, and 800 feet in all other areas. (94-295(b)(2))	_____	_____
22. Secondary streets shall have a minimum centerline radius of 300 feet or more for reverse curves as long as minimum sight distance requirements are met. Minimum tangent between points of curvature shall be 50 feet. (94-295(c))	_____	_____

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		<u>CITY</u>	<u>O.R.</u>
<b>23.</b>	Street offsets must be a minimum distance of 125 feet on centerline. (94-295(d))	_____	_____
<b>24.</b>	Streets and alleys should intersect at a 90-degree angle. For good cause, variations of ten degrees from the required right angle may be approved. Where approved, a 10-degree variation from the required right angle may be approved. Where approved, acute angle intersections must have 30 foot radii at acute corners. (94-295(e))	_____	_____
<b>25.</b>	Proposed streets not to be extended to the boundary lines of the tract to be subdivided must terminate in a cul-de-sac turn-around. A temporary cul-de-sac or other acceptable temporary must be provided for streets which are extended to the boundary lines of plat in anticipation of future extension across adjacent properties. (94-295(f))	_____	_____
<b>26.</b>	Where a proposed subdivision abuts on or is traversed by a major thoroughfare proposed by the master plan, the developer may be required to coordinate the dedication and construction of streets to the proposed right-of-way corridor. Where the right-of-way and paving requirements exceed what is necessary to serve the proposed subdivision, the developer may be required to dedicate and construct within the corridor a street which meets the needs of the proposed development only, while reserving the right-of-way in accordance with the city's policy on land reservation. (94-296(a))	_____	_____
<b>27.</b>	Where a proposed subdivision abuts on or is traversed by an existing substandard street which will provide access within the subdivision, then the developer may be required to dedicate additional right-of-way and improve the street to the standard applicable to a street which would meet the needs of the of the proposed development. (94-296(b))	_____	_____
<b>28.</b>	Where an existing street other than a major thoroughfare is to be extended, the extension must possess right-of-way and pavement widths which are not less than the existing portion of the street. (94-296(c))	_____	_____
<b>29.</b>	All streets shall be provided with appropriate traffic control signs and devices per approved traffic plan prepared in accordance with the state department of transportation manual on uniform traffic control devices. Such devices must include necessary stop or yield signs and speed limit signs. Lane markings shall be provided in accordance with the city's approved standards and specifications. Street name signs shall be posted at each intersection in accordance with the city's approved standards and specifications and which do not duplicate or bear an unreasonable similarity to existing street names within Montgomery County. (94-297(a)(b))	_____	_____
<b>30.</b>	Sidewalks must be provided along all new collector streets or major thoroughfares. Sidewalks must also be provided where property to be platted abuts upon an existing street designated in the City's official sidewalk plan. Sidewalks including wheel chairs ramps and curb cuts must be designed and installed in accordance with the City's approved standards and specifications as well as standards applicable under the Texas Architectural Barriers Removal Act and the Federal Americans With Disabilities Act. Sidewalks are not required in urban estate subdivisions. (94-298(a)(b)(d))	_____	_____
<b>31.</b>	Within the city and the planning area, street lights meeting the city's approved standards and specifications must be installed at all street intersections and cul-de-sacs and at 300-foot intervals along the street. (94-299(a))	_____	_____

## City of Conroe

- |   | <u>CITY</u> | <u>O.R.</u> |
|---|-------------|-------------|
| <p><b>32.</b> Outside the City but within the planning area, covenants, (on the plat or by separate document) filed of record and running with the land shall make provision for a maintenance entity authorized to provide street lighting through assessment of the costs thereof to lot owners within the subdivision. Such covenants shall provide for a lien against the subdivision lots to secure payment of the assessed costs. In addition, such covenants shall authorize, but not obligate, the City to exercise such assessment power in place of the maintenance entity and to secure the assessed costs with a lien against the subdivision lots. (94-299(b))</p>   | _____       | _____       |
| <p><b>33.</b> Access within a subdivision may be provided through the use of private streets if the subdivision's internal private street network has direct access onto a public street or an external private street which is improved to public street standard and which links the subdivision's private street network with a public street. (94-300(a)(1))</p>  | _____       | _____       |
| <p><b>34.</b> Access within a subdivision may be provided through the use of private streets if the private streets, including sidewalks, traffic signs and markings, water, sewer and drainage facilities placed therein, are designed and constructed in accordance with the provisions of this chapter applicable to public streets. (94-300(a)(2))</p>  | _____       | _____       |
| <p><b>35.</b> Dedication of a private street shall include an easement covering the street area which permits the installation, operation and maintenance of water, sewer, gas, electric, telephone, cable television or other such utility facilities by the city and other utilities lawfully entitled to provides service to the abutting property. The easement shall also provide a right of access to public agencies engaged in both routine and emergency public services including law enforcement, fire protection, medical response, inspection and code enforcement. (94-300(b))</p>  | _____       | _____       |
| <p><b>36.</b> Covenants (on the plat or by separate document), filed of record and running with the land shall make provision for a maintenance entity authorized to provide street maintenance through assessment of the costs thereof to lot owners within the subdivision. Such covenants shall provide for a lien against the subdivision lots to secure payment of the assessed costs. The City shall not be responsible for the maintenance of private streets. The covenants must permit the maintenance entity to offer the streets for public dedication upon the affirmative vote of the owners of a majority of the lots within the subdivision. Neither the City nor any other public entity shall be required to accept the public dedication of such streets. (94-300(d,e))</p> | _____       | _____       |

**REQUIREMENTS FOR REPLATS:**

- |  |       |       |
|--|-------|-------|
| <p><b>1.</b> Prior to the approval of any proposed replat the planning commission shall conduct a public hearing on the matter. (94-153(c))</p>  | _____ | _____ |
| <p><b>2.</b> If any lot in the preceding plat was limited by deed restrictions to residential use for not more than two residential units per lot, then notice of the public hearing on the proposed replat must be given by a single in a newspaper of general circulation within the county <b>before</b> the 15<sup>th</sup> day before the hearing date and by written notice to owners of lots which are both located within the original subdivision and within 200 feet of the lots to be replatted. (94-154 (a))</p> | _____ | _____ |

## City of Conroe

***NOTE: A Montgomery County 911 addressed plat is required to be submitted with the Final Plat submittal package for acceptance to be placed on the Planning Commission Agenda.***

**Please see “Addressing Procedure” on the Community Development webpage at [www.cityofconroe.org](http://www.cityofconroe.org) for more information.**

## City of Conroe LAND STUDY CHECKLIST

Each application for preliminary plat approval must include a LAND STUDY which covers all contiguous land owned or controlled by the developer. The Land Study must provide for all required improvements, demonstrating that they will satisfy the requirements of the ordinance.

**NOTE: ALL BLANKS IN THE "O.R." COLUMN SHALL BE FILLED IN BY THE OWNER'S REPRESENTATIVE WITH EITHER A CHECKMARK FOR "COMPLETED" OR N/A FOR "NOT APPLICABLE".**

	<u>CITY</u>	<u>O.R.</u>
1. Each land study (maximum sheet size – 24"x36") must be drawn at a scale of one inch to 100 feet or larger, with a minimum text size of 1/10 inch. (94-108(b))	_____	_____
2. Provide topographic contours at two-foot intervals or less, taken from City GIS, quad sheets or surveyed contours. (94-108(b)(1))	_____	_____
3. Any areas located within 100-year floodplain or floodway, as <u>scaled</u> from the official flood insurance rate map applicable to the land must be depicted. (94-108(b)(2))	_____	_____
4. The layout and width of all proposed streets, alleys and easements must be depicted. (94-108(b)(3))	_____	_____
5. A general depiction of the proposed land uses, including open spaces, areas reserved or dedicated to public use, and proposed residential and commercial uses and densities. (94-108(b)(4))	_____	_____
6. The size and location of all existing sanitary sewer mains, water mains, natural or artificial drainage channels, and all underground storm water facilities, pipe, culverts, or other drainage structures must be depicted. (94-108(b)(5))	_____	_____
7. All proposed water, sanitary sewer and storm water drainage pipes or lines, with culverts, bridges, and other appurtenances or structures shown, and including drainage arrows indicating proposed drainage flow direction, must be depicted. (94-108(b)(6))	_____	_____
8. Any proposed storm water detention facilities must be depicted. (94-108(b)(7))	_____	_____
9. Any proposed subdivision sectioning must be depicted. (94-108(b)(8))	_____	_____
10. If curb and gutter streets with storm sewer are not to be provided, mark the applicable exception:  The subdivision consists of urban residential estate lots which are one acre or greater.  The subdivision is located within the planning area.	_____	_____
11. If a standard City water system is not to be provided, mark the applicable exception:  The subdivision is not located within the City Limits and will have a central water supply system meeting applicable State standards.  The subdivision is not located within the City Limits and will be served by individual owner-installed wells meeting applicable State standards.	_____	_____
12. If a standard City sanitary sewer system is not to be provided, mark the item below:  The subdivision is not located within City Limits and will be equipped with a central sanitary sewer system meeting applicable State standards or with individual septic systems meeting Montgomery County and State standards.	_____	_____

\_\_\_\_\_  
Signature of Developer/Agent

\_\_\_\_\_  
Date



City Engineer  
City of Conroe  
P.O. Box 3066  
Conroe, TX 77305

Re: \_\_\_\_\_, a replat of \_\_\_\_\_, as  
(Name of Proposed Subdivision) (Name of Existing Subdivision)  
recorded in Cabinet \_\_\_\_\_, Sheet \_\_\_\_\_, MCMR.

Dear City Engineer,

This letter serves as a formal request to have a public hearing on the above referenced proposed replat placed on the agenda for the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ Planning Commission Meeting.

Thank you in advance for your assistance.

Sincerely,

## **REPLAT INFORMATION TO BE INCLUDED WITH REPLAT NOTICE TO PROPERTY OWNERS**

### § 212.015. Additional Requirements for Certain Replats

- (a) In addition to compliance with section 212.014, a replat without vacation of the preceding plat must conform to the requirements of this section if:
  - 1) During the preceding five years, any of the area to be replatted was limited by an interim or permanent zoning classification to residential use for not more than two residential units per lot; or
  - 2) Any lot in the preceding plat was limited by deed restrictions to residential use for not more than two residential units per lot.
  
- (b) Notice of the hearing required under Section 212.014 shall be given before the 15<sup>th</sup> day before the date of the hearing by:
  - 1) publication in an official newspaper or a newspaper of general circulation in the county in which the municipality is located; and
  - 2) by written notice, with a copy of Subsection (c) attached, forwarded by the municipal authority responsible for approving plats to the owners of lots that are in the original subdivision and that are within 200 feet of the lots to be replatted, as indicated on the most recently approved municipal tax roll or in the case of a subdivision within the extraterritorial jurisdiction, the most recently approved county tax roll of the property upon which the replat is requested. The written notice may be delivered by depositing the notice, properly addressed with postage prepaid, in a post office or postal depository within the boundaries of the municipality.
  
- (c) If the proposed replat requires a variance and is protested in accordance with this subsection, the proposed replat must receive, in order to be approved, the affirmative vote of at least three-fourths of the members present of the municipal planning commission or governing body, or both. For legal protest, written instruments signed by the owners of at least 20 percent of the area of the lots or land immediately adjoining the area covered by the proposed replat and extending 200 feet from that area, but within the original subdivision, must be filed with the municipal planning commission or governing body, or both, prior to the close of the public hearing.
  
- (d) In computing the percentage of land area under Subsection (c), the area of streets and alleys shall be included.
  
- (e) Compliance with Subsections (c) and (d) is not required for approval of a replat of part of a preceding plat if the area to be replatted was designated or reserved for other than single or duplex family residential use by notation on the last legally recorded plat or in the legally recorded restrictions applicable to the plat.  
Amended by Acts 1989, 1<sup>st</sup> Leg., ch. 345, § 2 to 5, eff. Aug. 28, 1989; Acts 1993, 73<sup>rd</sup> Leg., ch. 1046, § 3, eff. Aug. 30, 1993.

**NOTICE TO BE PUBLISHED IN THE CONROE COURIER**

NOTICE OF PUBLIC HEARING ON PROPOSED REPLAT  
OF \_\_\_\_\_ SUBDIVISION

A public hearing will be held by the Planning Commission, of the City of Conroe, Texas at \_\_\_\_ o'clock \_\_.m., on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the Council Chambers, in City Hall, at 300 West Davis, Conroe, Texas. The purpose of the public hearing is to receive comment regarding a proposed replat of all or a part of the map of \_\_\_\_\_ Subdivision, which is recorded in Cabinet \_\_\_\_\_, Sheet \_\_\_\_\_, of the map records in the office of the County Clerk of Montgomery County, Texas. A copy of the proposed replat is available for examination during regular business hours, in the office of the Director of Community Development.

Interested persons are invited to attend and make comment.

**REPLAT NOTICE TO PROPERTY OWNERS**

(DATE)

Dear Property Owner:

RE: REPLAT OF -----

Dear Property Owner:

The City of Conroe has received an application to allow the replatting of -----  
----- into----- lots for the purpose of -----on said -----  
-----.

Under State Law, you have certain rights with respect to the proposed replat as follows:

The City Planning Commission will conduct a Public Hearing on this matter at which parties in interest have an opportunity to be heard by the Commission which is responsible for approving the plat.

This item will be included on the \_\_\_\_\_ agenda of the Planning Commission.

The notice of this Public Hearing will also be published in the Conroe Courier at least 15 days before the public hearing date.

This written notice is being forwarded to the owners of all properties located within the original subdivision and situated within 200-feet of the property being replatted (\_\_\_\_\_).

The law requires that a copy of Subsection (c) of the Texas Local Government Code § 212.015 be forwarded with this notice and it is attached to this letter in compliance thereof.

Should you wish to exercise your right, you may be heard at the planned public hearing on \_\_\_\_\_ at the Conroe City Council Chambers or you may contact the owner of the replat (\_\_\_\_\_) at (\_\_\_\_) \_\_\_\_\_ or contact the City Engineer at (936) 525-4739 prior to the hearing.

(Name of Engineering Corporation)

\_\_\_\_\_

BY: \_\_\_\_\_

Attachment

- **THIS NOTICE MUST BE MAILED TO OWNERS WITHIN 200-FT. OF THE REPLATTED PROPERTY WITHIN THE SUBDIVISION. A LIST OF ALL OWNERS NAMES AND ADDRESSES ALONG WITH A STAMPED, ADDRESSED ENVELOPE FOR EACH OWNER SHALL BE SUBMITTED TO THE CITY FOR MAILING AT LEAST 16 DAYS PRIOR TO THE DATE OF THE PUBLIC HEARING.**

City of Conroe

APPLICATION FOR FINAL APPROVAL OF SUBDIVISION PLAT OR REPLAT

A. GENERAL INFORMATION: (THIS SECTION MUST BE FULLY COMPLETED)

Name of Proposed Subdivision \_\_\_\_\_
Date Preliminary Plat Previously Approved: \_\_\_\_\_

- 1. Name of Owner, Contact person, Mailing Address, Telephone No., Email, Fax No.
2. Name of Registered Professional Land Surveyor, Contact person, Mailing Address, Telephone No., Email, Fax No.
3. Name of Licensed Professional Engineer, Contact person, Mailing Address, Telephone No., Email, Fax No.

B. SUBDIVISION SPECIFICATIONS:

- 1. General Location: City Limits, Planning Area
2. Survey Name, Abstract No.
4. Total Acreage, No. of Lots, No. of Blocks
5. Total Acreage in Reserves, No. of Reserves
6. Type of Subdivision: Unit Development Residential, Single-Family Residential, Multi-Family Residential, Manufactured Home Sub., Commercial, Industrial, Other, Explain

C. IMPROVEMENTS: Do you have an approved Engineering Plan?
Water, Sewer, Streets, Drainage

D. SCHEDULE OF FEES: Make check payable to the City of Conroe.
Application for a standard subdivision plat: \$150.00 plus \$6.00 per lot, plus \$30.00 per acre for reserves.
Amount of submittal fee:

E. REVISIONS: Have any changes been made since this plat was last presented before the Planning Commission? ( ) Yes ( ) No If yes, please describe below:

City of Conroe

F. CERTIFICATION:

This is to certify that to the best of my knowledge, the information concerning the proposed subdivision is true and correct, that I am the actual owner or authorized agent for the owner of the above described property, that any variances have been discussed with the City Engineering Staff, and that I have complied with all of the City of Conroe Ordinance Requirements for submitting a final plat for approval.

\_\_\_\_\_  
Signature of Owner and/or Agent

\_\_\_\_\_  
Date

FOR COMMUNITY DEVELOPMENT DEPARTMENT USE ONLY

***NOTE: A Montgomery County 911 addressed plat is required to be submitted with the Final Plat submittal package for acceptance to be placed on the Planning Commission Agenda.***

**Please see “Addressing Procedure” on the Community Development webpage at [www.cityofconroe.org](http://www.cityofconroe.org) for more information.**

City of Conroe

ADMINISTRATIVE CHECKLIST FOR FINAL PLAT OR REPLAT

ALL ITEMS MUST BE SUBMITTED FOR THE PLAT TO BE ACCEPTED FOR REVIEW AND FOR PLACEMENT ON THE AGENDA.

Subdivision Name: \_\_\_\_\_

Date Preliminary Plat Approved: \_\_\_\_\_ Planning Commission Meeting of: \_\_\_\_\_

NOTE: ALL BLANKS IN THE "O.R." COLUMN SHALL BE FILLED IN BY THE OWNER'S REPRESENTATIVE (O.R.) WITH EITHER A CHECKMARK FOR "COMPLETED" OR N/A FOR "NOT APPLICABLE". (THE OTHER COLUMN IS FOR CITY USE.) UNLESS OTHERWISE NOTED, THESE REQUIREMENTS ARE FROM THE SUBDIVISION ORDINANCE, 94-111.

Table with 18 rows of checklist items and two columns: CITY and O.R. Items include: 1 CHECK PAYABLE TO CITY IN THE AMOUNT OF \$... (SEE FINAL PLAT APPLICATION), 2 ORIGINAL TAX CERTIFICATE WITH TAX ASSESSOR'S SEAL INDICATING THAT ALL REAL PROPERTY TAXES WHICH ARE DUE UPON THE LAND TO BE SUBDIVIDED HAVE BEEN PAID., 3 THE WRITTEN CERTIFICATION OF AN ATTORNEY OR TITLE GUARANTY COMPANY, NOT OLDER THAN 30 DAYS, ATTESTING TO THE NAME OF EACH PERSON OR OTHER LEGAL ENTITY APPEARING IN THE REAL PROPERTY RECORDS OF THE COUNTY AS A CURRENT OWNER OR AS THE HOLDER OF A LIEN INTEREST IN THE REAL PROPERTY TO BE SUBDIVIDED, TOGETHER WITH THE RECORDING INFORMATION IDENTIFYING THE INSTRUMENT ESTABLISHING SUCH INTEREST., 4 A FINAL CERTIFICATE OF COMPLETION ISSUED BY THE DIRECTOR OF COMMUNITY DEVELOPMENT., 5 AN IMPROVEMENT AGREEMENT, APPROPRIATELY SECURED, REQUIRING COMPLETION OF ALL REQUIRED IMPROVEMENTS NOT PREVIOUSLY ACCEPTED AS COMPLETE BY THE CITY OF CONROE (SUBDIVISION AGREEMENT MUST BE RECORDED.....PROVIDE FILING FEES LISTED IN 9. BELOW)., 6 TWO (2 ) COPIES ENGINEERING PLANS PREVIOUSLY APPROVED BY THE CITY OR COUNTY ENGINEER AS APPLICABLE. (IF IN THE PLANNING AREA, PROVIDE A COPY OF COUNTY-APPROVED PAVING AND DRAINAGE PLANS) (PLANS ROLLED IN SETS, ONE ROLL, NOT STAPLED)., 7 AN ENGINEER'S ESTIMATE PREVIOUSLY APPROVED FOR ALL REQUIRED IMPROVEMENTS., 8 MAINTENANCE ENTITY - COVENANTS, (ON THE PLAT OR BY SEPARATE DOCUMENT) PROVIDING FOR MAINTENANCE OF REQUIRED IMPROVEMENTS TO BE PRIVATELY MAINTAINED (SIGNED ORIGINAL, WITH FUNDS FOR RECORDATION, IF SEPARATE DOCUMENT)., 9 IF WITHIN THE CITY, A CHECK MADE PAYABLE TO THE COUNTY CLERK IN THE AMOUNT OF \$... (\$30.00 PER PLAT PAGE, PLUS \$6.00 PER PLAT; FOR ADDITIONAL DOCUMENTS TO BE RECORDED, INCLUDING THE SUBDIVISION DEVELOPMENT AGREEMENT, \$11.00 FOR THE 1ST PAGE AND \$4.00 FOR EACH SUBSEQUENT PAGE)., 10 WRITTEN EASEMENTS, APPROVED AND RECORDED, SECURING ALL NECESSARY OFF-SITE DRAINAGE, UTILITY, ACCESS OR OTHER EASEMENTS ACROSS PROPERTY OUTSIDE THE PLAT BOUNDARY., 11 TEN (10) COPIES OF THE PROPOSED FINAL PLAT (PLATS ROLLED IN SETS, ONE ROLL, NOT STAPLED)., 12 ONE EXECUTED MYLAR ORIGINAL (20"x24" SHEET SIZE) OF THE PROPOSED FINAL PLAT., 13 COMPLETED APPLICATION FOR FINAL APPROVAL OF SUBDIVISION PLAT OR REPLAT., 14 LETTER OF ENGINEER'S AUTHORIZATION TO REPRESENT OWNER IN THE PLATTING PROCESS (IF DIFFERENT FROM THE PRELIMINARY PLAT) (SIGNED BY OWNER/DEVELOPER) (Faxed copy acceptable)., 15 COMPLETED FINAL PLAT CHECKLIST (94-116)., 16 WRITTEN REQUEST FOR VARIANCES (IF NEEDED)., 17 FOR ALL REPLATS: PUBLIC HEARING SCHEDULED AND PROPERTY OWNERS NOTIFIED (IF REQUIRED) (94-153,154)., 18 ONE HARD COPY OF MONTGOMERY COUNTY 911-ADDRESSSED FINAL PLAT (SUBMIT DIGITAL PLAT WHEN ALL CONDITIONS HAVE BEEN COMPLETED) (94-121(b)(1)(d)) \*\*\*\*

Signature of Developer/Agent

Date

City of Conroe

FINAL PLAT OR REPLAT CHECKLIST

SUBDIVISION NAME/SECTION: \_\_\_\_\_
DATE CHECKED: \_\_\_\_\_
PC MEETING DATE: \_\_\_\_\_

NOTE: ALL BLANKS IN THE "O.R." COLUMN SHALL BE FILLED IN BY THE OWNER'S REPRESENTATIVE (O.R.) WITH EITHER A CHECKMARK FOR "COMPLETED" OR N/A FOR "NOT APPLICABLE". (THE OTHER COLUMN IS FOR CITY USE.) ALL APPLICABLE ITEMS SHALL BE SHOWN ON THE FINAL PLAT.

SURVEYING REQUIREMENTS BEFORE FINAL APPROVAL (94-112)

- 1. No final plat may be approved until actually surveyed upon the ground by, or under the supervision of a registered professional land surveyor. ... CITY O.R.
2. For each new subdivision, one elevation benchmark shall be set within a dedicated street right-of-way, if possible, but outside of the paved area of roadway, with the location of the benchmark reflected on the plat. ... CITY O.R.
3. The requirement to set a new subdivision elevation benchmark is waived if a Texas Department of Transportation elevation benchmark, a City of Conroe elevation benchmark or a previously set elevation benchmark within an existing recorded subdivision is located within 500 feet of the proposed subdivision plat boundary and the stamped elevation of the existing benchmark is referenced to the City's published datum. ... CITY O.R.



City of Conroe

**AGREEMENT FOR COMPLETION OF REQUIRED IMPROVEMENTS (94-113)**

**NO FINAL PLAT MAY BE APPROVED UNTIL:**

- |   | <u>CITY</u> | <u>O.R.</u> |
|---|-------------|-------------|
| 1. The director has issued a certificate evidencing completion of all required improvements. (94-113(a)(1))   | _____       | _____       |
| <b>OR</b>   |             |             |
| 2. The Owner/Developer has entered into an improvement agreement, appropriately secured, obligating the owner or developer to complete the required improvements within two years of the date of final plat approval. (94-113(a)(2))  | _____       | _____       |
| 3. And Subdivision Improvement Plans have previously been approved by the City or County Engineer, as applicable (if in the planning area, provide 2 copies of City approved plans or County-approved paving and drainage plans)  | _____       | _____       |
| 4. The chair of the planning commission, with the approval of the city attorney, may enter into an improvement agreement on behalf of the City. The improvement agreement must require construction of the improvements in accordance with the developer's approved plans and standards and specifications of the City. Each improvement agreement must be additionally secured in favor of the City in an amount equal to the estimated completion costs of the required improvements. Such completion costs shall be estimated by the developer's engineer subject to the approval of the director. (94-113(b)) | _____       | _____       |

**PROVISION FOR MAINTENANCE OF PRIVATE IMPROVEMENTS (94-115)**

- |  |       |       |
|--|-------|-------|
| 1. Whenever required improvements are intended for private dedication, the planning commission may not grant final plat approval unless the developer first makes provision for a maintenance entity. The maintenance entity must be authorized to assess the costs of private facility repair and maintenance to lot owners within the subdivision. The maintenance entity must be established by covenants, (on the plat or by separate document), running with the land, which provide for a lien against the subdivision lots to secure payment of the assessed costs. The covenants must authorize, but not obligate, the City to exercise the maintenance assessment power in place of the maintenance entity and to secure the assessed costs with a lien against the subdivision lots. The covenants must provide that no provision relating to the maintenance of required improvements or the power to assess the costs of such maintenance may be amended without the express consent of the City. The covenants, unless noted using the standard City language upon the plat, executed in recordable form, must be tendered for filing with the final plat. (94-115) | _____ | _____ |
|--|-------|-------|

# City of Conroe

## FORM AND CONTENTS OF FINAL PLAT (94-116)

**NOTE: THE FINAL PLAT MUST CONFORM TO ANY CONDITIONS OF PRELIMINARY PLAT APPROVAL. THE FINAL PLAT MUST SHOW THE FOLLOWING ITEMS.**

	<u>CITY</u>	<u>O.R.</u>
1. Each final plat must be drawn to a scale no smaller than 100 feet to one inch, with a minimum text size of 1/10 <sup>th</sup> inch, on one or more sheets of 20" x 24" mylar, which is the sheet size acceptable for filing in the map records of the county clerk. (94-116(a))	_____	_____
2. The name of the proposed subdivision. (94-109(b)(1))	_____	_____
3. The proposed section number, if any. (94-109(b)(2))	_____	_____
4. The total acreage within the subdivision, the total number of lots, and the total acreage within all reserves. (94-109(b)(3))	_____	_____
5. The name and address of the owner. (94-109(b)(4))	_____	_____
6. The name and address of the surveyor preparing the plat. (94-109(b)(5))	_____	_____
7. The north-point and map scale. (94-109(b)(6))	_____	_____
8. A vicinity map, showing the location of the subdivision in relation to the city limits of Conroe, existing streets, survey lines, lakes, rivers or other major streams. (94-109(b)(7))	_____	_____
9. The subdivision boundary drawn in a heavy line with all bearings, distances, and all curve information shown. A scaled bearing and distance from a corner of the subject tract to the original survey (patent) of which the newly created tract is a part and stating that the bearing and distance is scaled. If the subject tract is being newly created, at least two corners are to be referenced to two corners of the parent tract with bearing and distance. (94-109(b)(8))	_____	_____
10. All natural or artificial water or drainage courses or facilities, streets, alleys, pipelines, utility or other easements, located within the subdivision and which are apparent on the ground or are evidenced by instruments recorded in the real property records of the County, together with all extensions of such water or drainage courses or facilities, streets, alleys, pipelines, utility or other easements within 200 feet of the boundaries of the land to be subdivided. (94-109(b)(9))	_____	_____
11. For all adjoining lands, a depiction of the boundaries together with a reference to the ownership of the adjoining land and the recorded instruments which define such boundaries, provided, however, that for adjacent subdivided lands it shall be sufficient to refer to the subdivision name and recording information without reflecting the ownership of individual adjacent lots. (94-109(b)(10))	_____	_____
12. The location and boundaries of areas within the subdivision which are located within the 100-year floodplain or floodway, as scaled from the official Flood Insurance Rate Map(s) applicable to the land shall be shown in a heavy solid line with reference to the applicable flood insurance rate map panel number and date. (94-109(b)(11))	_____	_____

## City of Conroe

	<u>CITY</u>	<u>O.R.</u>
13. All proposed blocks and lots, together with their proposed numbering. (94-109(b)(12))	___	___
14. Complete bearings and dimensions for all front, rear and side lot or block lines. (Proper use of ditto marks, line tables and curve tables are allowed.) (94-109(b)(13))	___	___
15. All front, rear, and side lot building setback lines. (94-109(b)(14))	___	___
16. All proposed reserves, together with their proposed alphabetical designation, acreage, and use. (94-109(b)(15))	___	___
17. The name, width and layout of proposed streets, roads and alleys, including complete curve data, the length and bearings of all tangents, and dimensions from all angle point and points of curve to an adjacent side lot line. (94-109(b)(16))	___	___
18. All proposed utility, drainage or other easements. (94-109(b)(17))	___	___
19. All proposed open spaces, parks, and recreational areas. (94-109(b)(18))	___	___
20. Any required dedications or reservations necessary to conform to the master plan. (94-109(b)(19))	___	___
21. Lot and block design requirements (94-251,252,253)	___	___
22. Urban estate residential subdivisions requirements (94-254)	___	___
23. Unit development requirements (94-255,256)	___	___
24. Manufactured home subdivision requirements (94-258)	___	___
25. Screening requirements (94-261)	___	___
26. Streets and right-of-way requirements (94-291-300)	___	___
27. The required owner's certification and dedication, signed and acknowledged by each owner of property within the subdivision or by some person duly authorized to act as the owner's agent. (94-116(b)(1)) (Use the standard City of Conroe language (City Limits) or County language (Planning Area), as applicable.)	___	___
28. The required lien holders' subordination signed and acknowledged by each legal entity holding a lien against any portion of the subdivision property. (94-116(b)(2)) (Use the standard City of Conroe language (City Limits), or County language (Planning Area), as applicable.) (Revised language required. See Sec. 94-118 or "Standard Legal Documents".)	___	___
29. The required surveyor's certification. (94-116(b)(3)). (Use standard City of Conroe language (City Limits), or County language (Planning Area), as applicable.)	___	___
30. The required planning commission certification. (94-116(b)(4)) (Use standard City of Conroe language.)	___	___
31. The certificate of filing by the county clerk. (94-116(b)(5)) (Use standard County language.)	___	___

City of Conroe

- |  | <u>CITY</u> | <u>O.R.</u> |
|--|-------------|-------------|
| 32. The Montgomery County Engineer’s Acknowledgment and Commissioner’s Court Acknowledgment when the subdivision is located outside the City Limits, but within the City’s planning area. (94-116(b)(6)) (Use standard County language.) | _____       | _____       |
| 33. Sheet size no greater than 20” X 24”.  | _____       | _____       |

**REQUIREMENTS FOR REPLATS:**

- |   |       |       |
|---|-------|-------|
| 1. Prior to the approval of any proposed replat the planning commission shall conduct a public hearing on the matter. (94-153(c))   | _____ | _____ |
| 2. If any lot in the preceding plat was limited by deed restrictions to residential use for not more than two residential units per lot, then notice of the public hearing on the proposed replat must be given by a single in a newspaper of general circulation within the county <b>before</b> the 15 <sup>th</sup> day before the hearing date and by written notice to owners of lots which are both located within the original subdivision and within 200 feet of the lots to be replatted. (94-154 (a)) | _____ | _____ |

\_\_\_\_\_  
**Signature of Developer/Agent**

\_\_\_\_\_  
**Date**

**NEW REQUIREMENT:** DIGITAL PLAT MUST BE SUBMITTED WHEN ALL CONDITIONS PLACED ON THE FINAL PLAT/REPLAT BY THE PLANNING COMMISSION HAVE BEEN COMPLETED, **NOT** AT THE FINAL PLAT REVIEW SUBMITTAL DATE (94-121(b)(1)(d))

## OWNER'S CERTIFICATION AND DEDICATION

STATE OF TEXAS  
COUNTY OF MONTGOMERY

“That (Owner’s name) herein acting individually or through the undersigned duly authorized agents, does hereby adopt this plat designating the herein described real property as the \_\_\_\_\_ Subdivision, and does hereby make subdivision of said property according to the lines, streets, alleys, parks, and easements therein shown, and dedicate to public use forever all areas shown on this plat as streets, alleys, parks, and easements, except those specifically indicated as private; and does hereby waive any claims for damages occasioned by the establishing of grades as approved for the streets and alleys dedicated, or occasioned by the alteration of the surface of any portion of streets or alleys to conform to such grades and does hereby bind Owner, and Owner’s successors and assigns to warrant and forever defend the title to the land so dedicated.

“Owner hereby certifies that Owner has or will comply with all applicable regulations of the City of Conroe, Texas, and that a rough proportionality exists between the dedications, improvements, and exactions required under such regulations and the projected impact of the subdivision.

### WHERE PRIVATE STREETS ARE DEDICATED ADD:

“Where streets or alleys are dedicated for private use, such dedication shall include an easement covering the street area which permits the installation, operation and maintenance of water, sewer, gas, electric, telephone, cable television or other such utility facilities by the city and other utilities lawfully entitled to provide service to the abutting property. The easement shall also provide a right of access to public agencies engaged in both routine and emergency public services, including law enforcement, fire protection, medical response, inspection and code enforcement.”

- (b) The certification and dedication statement must be signed by each owner and acknowledged in the manner provided for the acknowledgment of deeds. In the event that the number of owners makes it impractical for the signature of each such owner to appear upon the plat, then, the plat may be signed and acknowledged by an agent or attorney in fact on behalf of such owners, provided that a valid power of attorney or other appropriate instrument establishing such agency is filed in the real property records of Montgomery County, Texas.

Each final plat must bear the following certificate signed by a registered professional land surveyor:

*Surveyor's Certification*

This is to certify that the undersigned, a registered professional land surveyor of the State of Texas, has platted the above subdivision from an actual survey on the ground; that this plat correctly represents the survey; and that all boundary corners, angle points and points of curvature or tangency are properly monumented as required by the applicable regulations of the City of Conroe, Texas and the Texas Board of Professional Land Surveying.

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Texas Registration No. \_\_\_\_\_

(SEAL)

# City of Conroe

## MAINTENANCE NOTE

*The appropriate note below may be placed on the plat **in lieu of providing separate covenants**. It protects the City's interest regarding the maintenance of required subdivision improvements for private dedication.*

### Maintenance Covenant for Residential Subdivisions within City Limits

Private streets, storm water detention facilities, common areas, streetlights and screening devices, not maintained by governmental entity, shall be maintained by the property owners within the subdivision. The City of Conroe may repair any such private facility if it determines that the condition of the facility would interfere with the provision of any governmental service, or pose a significant threat of injury to person or property outside the subdivision. A repair made by the City shall not obligate the City for future maintenance of the facility. The cost of repairs by the City shall be assessed against the owners of the lots within the subdivision. Such assessments are secured by a continuing Vendor's Lien, in favor of the City, that is hereby established upon each lot. This provision shall be a covenant running with the land, and shall be binding on each person purchasing a lot within the subdivision.

### Maintenance Covenant for Residential Subdivisions in the Planning Area

1. Private streets, storm water detention facilities, common areas, streetlights and screening devices, not maintained by governmental entity, shall be maintained by the property owners within the subdivision. The City of Conroe may repair any such private facility if it determines that the condition of the facility would interfere with the provision of any governmental service, or pose a significant threat of injury to person or property outside the subdivision. A repair made by the City shall not obligate the City for future maintenance of the facility. The cost of repairs by the City shall be assessed against the owners of the lots within the subdivision. Such assessments are secured by a continuing Vendor's Lien, in favor of the City, that is hereby established upon each lot. This provision shall be a covenant running with the land, and shall be binding on each person purchasing a lot within the subdivision.
2. Note 1 shall apply to the governing body having jurisdiction over the subdivision.

(Add note 2 if residential subdivision is located within Planning Area, not city limits.)

# City of Conroe

## Maintenance Covenant for Commercial Subdivisions within City Limits

Private streets, storm water detention facilities, common areas, streetlights and screening devices, not maintained by governmental entity, shall be maintained by the subdivision property owner. The City of Conroe may repair any such private facility, if it determines that the condition of the facility would interfere with the provision of any governmental service, or pose a significant threat of injury to person or property outside the subdivision. A repair made by the City shall not obligate the City for future maintenance of the facility. The cost of repairs by the City shall be assessed against the subdivision property owner. Such assessments are secured by a continuing Vendor's Lien, in favor of the City, that is hereby established upon the property and the reserves therein. This provision shall be a covenant running with the land, and shall be binding on subsequent property owners.

## Maintenance Covenant for Commercial Subdivisions in the Planning Area

1. Private streets, storm water detention facilities, common areas, streetlights and screening devices, not maintained by governmental entity, shall be maintained by the subdivision property owner. The City of Conroe may repair any such private facility, if it determines that the condition of the facility would interfere with the provision of any governmental service, or pose a significant threat of injury to person or property outside the subdivision. A repair made by the City shall not obligate the City for future maintenance of the facility. The cost of repairs by the City shall be assessed against the subdivision property owner. Such assessments are secured by a continuing Vendor's Lien, in favor of the City, that is hereby established upon the property and the reserves therein. This provision shall be a covenant running with the land, and shall be binding on subsequent property owners.
2. Note 1 shall apply to the governing body having jurisdiction over the subdivision.

(Add note 2 if commercial subdivision is located within Planning Area, not city limits.)



Each final plat must bear the following certificate to be signed by the Chairman and Secretary of the Commission upon final approval of the plat:

Certificate of Approval by Planning Commission

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, this plat was approved by the Planning Commission of the City of Conroe, Texas. The approval will be automatically revoked if this plat is not filed in the Map Records of Montgomery County, Texas within one year of the date of approval.

“WITNESS the official signatures of the Chair and Secretary of the Planning Commission of the City of Conroe, Texas, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary