



*Community Development
Engineering Division*

CITY OF CONROE

PLATTING EXCEPTION

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

- *Submittal Questionnaire (1-page)*
- *Platting Exception Request Letter (1-page)*
- *Platting Exception Administrative Checklist (1-page)*
- *Platting Exception Application (1-page)*



CITY OF CONROE

SUBMITTAL QUESTIONNAIRE

Please check the type of project 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**
- 9. **PLATTING EXCEPTION**
Request for an exception from platting a residential lot (City Limits only)

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 for more information.

Please identify if project is located in:

CITY LIMITS _____ or PLANNING AREA _____

SUBMITTED BY: _____ PHONE NO. _____
(Company Name)

DELIVERED BY: _____ DATE: _____
(Please Print)

Date: _____

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

Re: Platting Exception for: _____
(Property Address)

Dear City Engineer,

This letter serves as a formal request to receive an exception to platting the above-referenced property.

Please refer to the attached documents to make your determination.

I (We) may be contacted at: Telephone No.: _____

Email address: _____

Thank you in advance for your assistance.

Sincerely,

(Applicant's signature)

PLATTING EXCEPTION ADMINISTRATIVE CHECKLIST:

The Director of Community Development may except a parcel of land located within the City Limits from the requirement to plat, if the Director determines that the parcel:

- (1) existed in its current configuration on January 1, 1991, or the date of annexation into the city if the land was annexed after January 1, 1991; and
- (2) the parcel:
 - (A) shall be used for a single family residence;
 - (B) is five acres or less in size;
 - (C) is currently served by City of Conroe water and sanitary sewer service, a private utility company or district water or sanitary sewer service, a Lone Star Water Conservation District approved water well and a Montgomery County approved septic system, or any combination of the above, providing water and sewer service to the residence;
 - (D) has frontage on a public street, or a private street with access to a public street;
 - (E) complies with the minimum lot size of 50 feet x 100 feet, or if smaller, is or was the site of an actual single family residential dwelling; and
 - (F) complies with applicable drainage/detention requirements.

If you believe your property meets the requirements listed above, please submit the following documents to the Central Receiving Office, for the Director's determination:
[\(http://www.cityofconroe.org/content/view/154/499/1/4/\)](http://www.cityofconroe.org/content/view/154/499/1/4/) for forms & info

****ALL ITEMS LISTED MUST BE SUBMITTED TO BE ACCEPTED FOR REVIEW.****

- (1) ___ Letter requesting Platting Exception
- (2) ___ A title report dated within thirty days of the application showing record title to the property
- (3) ___ A copy of the owner's deed to the property
- (4) ___ A survey of the property, including all improvements existing at the time of the application
- (5) ___ The legal description of the property
- (6) ___ Completed Application for Platting Exception and any supporting documents
- (7) ___ MCECD911 street address confirmation
- (8) ___ Make check payable to the City of Conroe in the amount of \$50.00 for plat fees.

PLEASE ALLOW 10 BUSINESS DAYS TO RECEIVE THE DIRECTOR'S DETERMINATION.

City of Conroe

APPLICATION FOR PLATTING EXCEPTION

SUBMITTAL DATE: _____

A. GENERAL INFORMATION (THIS FORM MUST BE FULLY COMPLETED)

- 1. Property Address _____
If applicable: Subdivision Name: _____, Section No. _____, Block No. _____, Lot No. _____
- 2. Name of Property Owner _____
Email: _____
Mailing Address _____
Telephone No. _____ Mobile No. _____

B. PLAT EXCEPTION REQUIREMENTS

Please check or complete the appropriate blank and provide the requested information listed below:

- 1. Has the property been subdivided (split) since 1991? Yes _____ No _____ Do Not Know _____
If yes, what date was the property split? _____ Do Not Know _____
If the property was annexed into the City after 1991, has the property been subdivided (split) since the date it was annexed? Yes _____ No _____ Do Not Know _____
If yes, what date was the property split? _____ Do Not Know _____
- 2. Is this a residential property? Yes _____ No _____ Do Not Know _____
- 3. Is the property 5 acres or less in size? Yes _____ No _____ Do Not Know _____
- 4. Is this residence served by City of Conroe water service? Yes _____ No _____ Do Not Know _____
If yes, please provide a copy of your City water bill.
If no, provide evidence of water service. (i.e. Private company water bill, water well permit)
- 5. Is this residence served by City of Conroe sewer service? Yes _____ No _____ Do Not Know _____
If yes, please provide a copy of your City sewer bill.
If no, provide evidence of sewer service. (i.e. Private company sewer bill, septic system permit)
- 6. Does this residence have street frontage on a public street or frontage on a private street which connects to a public street? Yes _____ No _____ Do Not Know _____
- 7. Is the size of this residential lot at least 50 ft x 100 ft? Yes _____ No _____ Do Not Know _____
If no, was there formerly a residence on this lot? Yes _____ (Please provide verification, such as a City of Conroe water/sewer/garbage bill, photograph, etc.) No _____ Do Not Know _____
- 8. Does rain water from this property drain to the street? Yes _____ No _____ Do Not know _____
If no, where does the rain water flow when it rains? _____

C. CERTIFICATION

This is to certify that I am the actual owner, or authorized agent for the owner, of the above described property, and that the above information is true and correct to the best of my knowledge.

Signature of Owner/Agent

Date

(Please print name)