



*Public Works  
Engineering Division*

## CITY OF CONROE

---

### **PRELIMINARY PLATS**

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 & Land Study Checklists (14-pages).*

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

DATE OF PLANNING COMMISSION MEETING \_\_\_\_\_

**NEW REQUIREMENT!!!!**

*A Montgomery County 911 addressed plat of the **FINAL PLAT** is required to be submitted with the Final Plat submittal package for acceptance to be placed on the Planning Commission Agenda. Omission of the **ADDRESSED FINAL PLAT** from the submittal package will result in rejection of the submittal package.*

**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 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, 5. Check payable to the City of Conroe, 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)	_____	_____
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------	-------



## 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))                                                                                         | _____ | _____ |

## City of Conroe

	<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))	_____	_____

## City of Conroe

		<u>CITY</u>	<u>O.R.</u>
23.	Street offsets must be a minimum distance of 125 feet on centerline. (94-295(d))	_____	_____
24.	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))	_____	_____
25.	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))	_____	_____
26.	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))	_____	_____
27.	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))	_____	_____
28.	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))	_____	_____
29.	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))	_____	_____
30.	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))	_____	_____
31.	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

**NEW REQUIREMENT!!!!**

*A Montgomery County 911 addressed plat of the **FINAL PLAT** is required to be submitted with the Final Plat submittal package for acceptance to be placed on the Planning Commission Agenda. Omission of the **ADDRESSED FINAL PLAT** from the submittal package will result in rejection of the submittal package.*

**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