

SUBDIVIDING PROPERTY BY METES AND BOUNDS

The Planning Commission may allow the conveyance by metes and bounds of one or more portions of **previously platted** property without the necessity of a replat if:

- (1) each part has access; (to a public right of way)
- (2) any resulting part which is less than the required minimum lot size is to be conveyed to the owner of an abutting property, and when combined with the abutting property will comprise a parcel which is not less than the required minimum lot size under this chapter;
- (3) no dedication of public improvements is required in connection with the division;
- (4) the requested division, considered in conjunction with other pending or reasonably anticipated requests, will not substantially alter a previously approved pattern of development; and
- (5) the general purposes of this chapter (Chapter 94) may be served without the necessity of replatting.

THE FOLLOWING ITEMS MUST BE SUBMITTED FOR REVIEW TEN DAYS PRIOR TO THE MEETING DATE, TO BE ACCEPTED FOR REVIEW AND FOR PLACEMENT ON THE AGENDA. (Incomplete submittals will not be accepted.)

(See submission schedule at: <http://www.cityofconroe.org/departments/public-works-home-page/pc-meeting-submittal-dates>)

1. ___ Letter to Planning Commission members (through the City Engineer) requesting property (described by the legal description; i.e. subdivision name, block number and lot/reserve number) to be subdivided by metes and bounds.
2. ___ Proof of ownership, such as a warranty deed or title report.
3. ___ Letter from property owner authorizing surveyor to represent owner for the subdivision.
4. ___ 7 hard copies of the recorded plat showing the property prior to the requested subdivision or 7 hard copies of the current survey of the property prior to the subdivision.
5. ___ 7 hard copies of the signed, sealed (by a Texas R.P.L.S.), survey of the proposed subdivision showing the required building lines and utility easements.
6. ___ A digital copy of the proposed subdivision.
7. ___ Proof of water and sanitary sewer availability for all proposed lots/reserves. (This information is available on the new Public GIS map on the Community Development webpage @ <http://www.cityofconroe.org/departments/geographic-information-system-gis-/map-books>)
8. ___ Plat submittal fees: \$150.00, plus \$6.00 per lot, plus \$30.00 per acre for reserves.
9. ___ 1 hard copy of the proposed subdivision showing lots/reserves addressed by Montgomery County 911. (See "Addressing Procedure" on the Community Development webpage at www.cityofconroe.org for more information.)

The Planning Commission must vote to approve the request to subdivide by metes and bounds. Please note that attendance is strongly recommended. If concerns about your request to subdivide by metes and bounds arise during the meeting and no one is present to address these issues, the Commission may elect to deny your request.

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

Re: _____,
(Name of Existing Subdivision)

recorded in Cabinet _____, Sheet _____, MCMR.

Dear City Engineer,

This letter serves as a formal request to subdivide the above-referenced subdivision by metes and bounds and to have this request placed on the agenda for the _____ day of _____, 20_____, Planning Commission Meeting.

Thank you in advance for your assistance.

Sincerely,