



Engineering

CITY OF CONROE

Est. 1904

December 01, 2017

To whom it may concern:

As we are all aware, the City of Conroe has been experiencing unprecedented growth within the last few years. Evidence of this growth is apparent everywhere in the City, as new developments seemingly appear overnight.

This fast-paced growth pattern has caused a tremendous increase in the volume of subdivision plats submitted for review by staff for approval by the City Planning Commission. And as is common, in the haste to complete and submit projects, items or information may inadvertently be omitted from the plat submittal package. Unfortunately, when this occurs, and the plat packages are incomplete when submitted, the staff does not have the appropriate information to properly review the plat and is not able to make accurate recommendations to the Planning Commission for plat approval.

Therefore, in an effort to eliminate the time used by staff trying to obtain items missing from submittal packages, we have opted to reject and return any incomplete submittal package. A submittal package is considered incomplete if: a required item is not included, an application and/or checklist is erroneous, incomplete or unsigned, or any other deficiency exists which makes the submittal package inadequate to allow staff to properly review the plat.

This policy shall be in effect as of January 01, 2018.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chris Bogert', written in a cursive style.

Chris Bogert, P.E.

cc: Thomas E. Woolley, Jr.
Interim Director of Engineering

