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

- **Submittal Questionnaire (1-page).**
- **Plat Amendment Checklist & Application (4-pages).**
- **Certificate of Approval of Amending Plat (1-page).**
- **Maintenance Note (2-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.
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 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: _______________________________

300 W. DAVIS | P.O. BOX 3066 | CONROE, TX 77305 | T: 936.522.3100 | www.cityofconroe.org
AMENDING PLAT CHECKLIST

ALL ITEMS MUST BE SUBMITTED FOR THE PLAT TO BE ACCEPTED FOR REVIEW.

SUBDIVISION
NAME:____________________________________________________________

SUBMITTAL DATE:_______________________            DUE DATE:_________________________

NOTE:  ALL BLANKS SHALL BE FILLED IN WITH EITHER A CHECKMARK FOR “COMPLETED” OR
N/A FOR “NOT APPLICABLE”.

AMENDING PLAT (94-152)

An amending plat may be approved for one of more of the following purposes:

1. _______ To correct an error in a course or distance shown on the preceding plat.  (94-152(a)(1)
2. _______ To add a course or distance that was omitted on the preceding plat.  (94-152(a)(2)
3. _______ To correct an error in a real property description shown on the preceding plat.
   (94-152(a)(3)
4. _______ To indicate monuments set after the death, disability, or retirement from practice of the
   engineer or surveyor responsible for setting monuments.  (94-152(a)(4)
5. _______ To show the location or character of a monument that has been changed in location or
   character or that is shown incorrectly as to location or character on the preceding plat.
   (94-152(a)(5)
6. _______ To correct any other type of scrivener or clerical error or omission previously approved by
   the Planning Commission, including lot numbers, acreage, street names, and
   identification of adjacent recorded plats.  (94-152(a)(6)
7. _______ To correct an error in courses and distances of lot lines between two adjacent lots if:
   a. Both lot owners join the application for amending the plat.
   b. Neither lot is abolished.
   c. The amendment does not attempt to remove recorded covenants or restrictions.
   d. The amendment does not have a material adverse effect on the property rights of the
   other owners in the plat.
   (94-152(a)(7)(a-d))
8. _______ To relocate a lot line to eliminate an inadvertent encroachment of a building or other
   improvement on a lot line or easement.  (94-152(a)(8)
9. _______ To relocate on one or more lot, lines between one or more adjacent lots if:
   a. The owners of all those lots join in the application for amending the plat.
   b. The amendment does not attempt to remove recorded covenants or restrictions.
   c. The amendment does not increase the number of lots.
   (94-152(a)(9)(a-c))
10. ________ To make necessary changes to the preceding plat to create six or fewer lots in the
    subdivision or a part of the subdivision covered by the preceding plat if:
    a. The changes do not affect other applicable regulations of the City.
    b. The changes do not attempt to amend or remove any covenants or restrictions.
    c. The area covered by the changes is located in an area that the Planning Commission
    or City Council has approved, after a public hearing, as a residential improvement
    area.
    (94-152(a)(10)(a-c))
11. ________ To re-plat one or more lots fronting an existing street if:

(The owners of all those lots join in an application for amending the plat.)

a. The amendment does not attempt to remove covenants or restrictions.

b. The amendment does not increase the number of lots.

c. The amendment does not create or require the creation of a new street or make
necessary the extension of municipal facilities.

(94-152(a)(11)(a-d))

____________________    ____________________________________
Date       Signature of Developer/Agent

NOTE: A Montgomery County 911 addressed plat is required to be submitted with the Amending Plat submittal package for acceptance to be reviewed for approval, if, and only if, the number of lots has been changed from the number of lots on the recorded plat.

Please see “Addressing Procedure” on the Community Development webpage at www.cityofconroe.org for more information.
AMENDING PLAT APPLICATION

Name of Plat to be amended: ____________________________________________________________

Recordation Number: _________________________________________________________________

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

NAME AND ADDRESS OF ALL OWNERS INVOLVED:
(Please use a second page if additional space is needed)

1. Name of Owner ________________________________ Email: _____________________________
   Contact person _____________________________ Mailing Address ________________________
   Telephone No. _____________________________ Fax No. ________________________________

   Name of Owner ________________________________ Email: _____________________________
   Contact person _____________________________ Mailing Address ________________________
   Telephone No. _____________________________ Fax No. ________________________________

2. Name of Registered Professional Land Surveyor ______________________________
   Contact person _____________________________ Email: _____________________________
   Mailing Address ____________________________ Telephone No. ________________________
   Fax No. ________________________________

3. 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 ____________

5. Type of Subdivision:
   Unit Development Residential_____ Single-Family Residential _____
   Multi-Family Residential_____ Manufactured Home Sub.______
   Commercial_____ Industrial_____ Other______ Explain ________________________________

C. INTENDED CHANGES:

1. __________________________________________________________________________
2. __________________________________________________________________________
3. __________________________________________________________________________

Do any of the changes that you are making differ from the City Ordinance requirements?
Yes_______ No________

If “Yes”, please explain: ____________________________________________________________

4. Provided copy of the recorded covenants? (   ) Yes (   ) No
   If “No”, please explain: ____________________________________________________________________
5. Do you intend to change the covenants? ( ) Yes ( ) No

6. Has the number of lots been changed from the recorded plat? ( ) Yes ( ) No
   If “Yes”, one (1) hard copy of the Montgomery County 911-addressed amending plat must be submitted.

D. Are variances requested? ( ) Yes ( ) No
   If yes, please attach your request by separate letter stating the variances requested, the City’s present standards, what specific, unique conditions exist that make the City’s standards less applicable than what you propose and an engineering report, with appropriate technical backup, to show the preference of one standard over the other.

   _____Proof of ownership, such as a Warranty Deed, City Planning Letter, Title Report, listing all owners / lien holders
   _____Five (5) copies of the Amending Plat (The plat must be certified by registered public licensed surveyor and signed by owners and lien holders.) (PLATS ROLLED IN SETS, ONE ROLL, NOT STAPLED)
   _____One (1) original mylar of Amending Plat. (The plat must be certified by Registered Professional Land Surveyor and signed by affected owners and lien holders.)
   _____One (1) disk (Digital Copy) of approved Amending Plat.
   _____If required, One (1) hard copy of a Montgomery County 911-addressed amending plat.

E. TAX CERTIFICATE REQUIRED FOR FILING:
   An Original Tax Certificate, bearing the Tax Assessor’s Seal, indicating that all real property taxes which are due upon the land to be subdivided have been paid is required for any plat to be recorded by the County Clerk, to conform to State of Texas Law.

F. SCHEDULE OF FEES: Make check payable to the City of Conroe in the amount of $50.00.
   If the amending plat is located within the City Limits, a check payable to the County Clerk must also be submitted to cover recording fees, as follows:
   Plat Recording Fees: $30.00 per page, $6.00 per plat
   Accompanying Document Recording Fees: $11.00 for first page, $4.00 for additional pages

G. CERTIFICATION
   This is to certify that the information concerning the proposed amending plat is true and correct, that I am the actual owner or authorized agent for the owner of the above described property, that prior to a request for any variance to the Ordinance, I have complied with all of the City of Conroe Ordinance Requirements for submitting an amending plat.

___________________________    _____________________________
Date        Signature of Owner and/or Agent
Certificate of Approval of Amending Plat

On the ___ day of ________________, 20___, this plat was approved by the Director of Community Development 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 Director of Community Development and the Secretary of the Planning Commission of the City of Conroe, Texas, this ____ day of ________________, 20___.

____________________________________
Director of Community Development

____________________________________
Secretary

Note: On all amending plats, this certificate shall replace the Planning Commission’s certification.
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.)