



*Public Works
Engineering Division*

CITY OF CONROE

MINOR PLAT

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

- *Submittal Questionnaire (1-page).*
- *Minor Plat Application & Checklists (8-pages).*
- *Certificate of Approval of Minor 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.



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 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 APPROVAL OF MINOR SUBDIVISION PLAT

SCHEDULED SUBMITTAL DATE: _____

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 _____
5. Type of Subdivision: Unit Development Residential _____ Single-Family Residential _____ Multi-Family Residential _____ Manufactured Home Sub. _____ Commercial _____ Industrial _____ Other _____ Explain _____

C. EXISTING IMPROVEMENTS (ALL IMPROVEMENTS, WITH THE EXCEPTION OF WATER WELLS AND SEPTIC SYSTEMS WHERE ALLOWED IN THE PLANNING AREA, MUST BE IN EXISTENCE FOR A MINOR PLAT)

- 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)

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D. **SCHEDULE OF FEES:** Make check payable to the City of Conroe in the amount of \$50.00

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 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 minor plat for approval.

Date

Signature of Owner and/or Agent

NOTE: A Montgomery County 911 addressed plat is required to be submitted with the Minor Plat submittal package for acceptance to be reviewed for approval.

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

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ADMINISTRATIVE CHECKLIST FOR MINOR PLAT

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

Subdivision Name: _____

NOTE: ALL BLANKS IN THE "O.R." (Owner's Representative) COLUMN SHALL BE FILLED IN WITH EITHER A CHECKMARK FOR "COMPLETED" OR N/A FOR "NOT APPLICABLE". (THE OTHER COLUMN IS FOR CITY USE.) UNLESS OTHERWISE NOTED, THESE REQUIREMENTS ARE FROM THE SUBDIVISION ORDINANCE, 94-111.

Table with 3 columns: Item Description, CITY, O.R. Items include: 1. A CHECK PAYABLE TO THE CITY IN THE AMOUNT OF \$50.00, 2. ORIGINAL TAX CERTIFICATE WITH TAX ASSESSOR'S SEAL..., 3. THE WRITTEN CERTIFICATION OF AN ATTORNEY OR TITLE GUARANTY COMPANY..., 4. MAINTENANCE ENTITY - COVENANTS..., 5. IF WITHIN THE CITY, A CHECK MADE PAYABLE TO THE COUNTY CLERK..., 6. WRITTEN EASEMENTS, APPROVED AND RECORDED..., 7. TEN (10) COPIES OF A LAND USAGE EXHIBIT DRAWING..., 8. TEN (10) COPIES OF MINOR PLAT..., 9. ONE EXECUTED MYLAR ORIGINAL OF THE PROPOSED MINOR PLAT., 10. COMPLETED APPLICATION FOR APPROVAL OF MINOR SUBDIVISION PLAT., 11. LETTER OF ENGINEER'S AUTHORIZATION TO REPRESENT OWNER..., 12. COMPLETED MINOR PLAT CHECKLIST (94-116)., 13. WRITTEN REQUEST FOR VARIANCES (IF NEEDED)., 14. DISK (DIGITAL COPY) OF THE PLAT BOUNDARY ONLY..., 15. DISK (DIGITAL COPY OF COMPLETE PLAT) PROVIDED..., 16. ONE HARD COPY OF MONTGOMERY COUNTY 911-ADDRESSED MINOR PLAT

Signature of Developer/Agent

Date

City of Conroe

MINOR PLAT CHECKLIST

SUBDIVISION NAME: _____

DATE CHECKED BY CITY STAFF: _____

NOTE: TO QUALIFY FOR THE MINOR PLAT PROCESS, THE SUBDIVISION MAY NOT INCLUDE MORE THAN 4 PARCELS FRONTING ON AN EXISTING STREET OR REQUIRE THE CREATION OF ANY NEW STREET OR THE EXTENSION OF MUNICIPAL UTILITIES.

ALL BLANKS IN THE "O.R." COLUMN SHALL BE FILLED IN WITH EITHER A CHECKMARK FOR "COMPLETED", OR N/A FOR "NOT APPLICABLE".

SURVEYING REQUIREMENTS BEFORE APPROVAL (94-112)

	<u>CITY</u>	<u>O.R.</u>
<p>1. No final plat may be approved until actually surveyed upon the ground by, or under the supervision of a registered professional land surveyor. The surveyor shall set, or leave as found, sufficient, stable and reasonably permanent monuments to represent or reference the property or boundary corners, angle points, and points of curvature or tangency. All survey monuments (set or found) shall be shown and described with sufficient evidence of the location of such monuments on the plat. Surveys shall comply with item numbers 1 through 7 in 94-112(a). (94-112(a))</p>	_____	_____
<p>2. For each new subdivision, one elevation benchmark shall be set within a dedicated street right-of-way, if possible, but outside of the paved area of roadway, with the location of the benchmark reflected on the plat. The benchmark shall consist of a three-inch brass disk, at natural ground level, atop a column of concrete having a diameter no less than 6-inches buried no less than 3-feet deep. The name and section number, if any, of the subdivision and the elevation shall be stamped on the brass disk. Benchmarks shall be based on North American Vertical Datum of 1988 (NAVD 88) and be referenced to at least (2) published NGS (National Geodetic Survey) monuments. Set benchmark shall be noted as to whether elevation is measured in Geoid '03 or Geoid '09. The existing benchmark used to set the subdivision benchmark shall be noted on the plat, including the elevation and datum. (94-112(b))</p>	_____	_____
<p>3. The requirement to set a new subdivision elevation benchmark is waived if a Texas Department of Transportation elevation benchmark, a City of Conroe elevation benchmark or a previously set elevation benchmark within an existing recorded subdivision is located within 500 feet of the proposed subdivision plat boundary and the stamped elevation of the existing benchmark is referenced to the City's published datum. The location and description, including the elevation and datum of the existing benchmark to be used shall be reflected upon the plat. (94-112(c))</p>	_____	_____

City of Conroe

FORM AND CONTENT OF PLAT (94-116)

	<u>CITY</u>	<u>O.R.</u>
1. Each plat must be drawn to a scale no smaller than 100 feet to one inch, with a minimum text size of 1/10 th inch, on one or more sheets of 20" x 24" mylar, which is the sheet size acceptable for filing in the map records of the county clerk. (94-116(a))	_____	_____
2. The name of the proposed subdivision. (94-109(b)(1))	_____	_____
3. The proposed section number, if any. (94-109(b)(2))	_____	_____
4. The total acreage within the subdivision, the total number of lots, and the total acreage within all reserves. (94-109(b)(3))	_____	_____
5. The name and address of the owner. (94-109(b)(4))	_____	_____
6. The name and address of the surveyor preparing the plat. (94-109(b)(5))	_____	_____
7. The north-point and map scale. (94-109(b)(6))	_____	_____
8. 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))	_____	_____
9. 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))	_____	_____
10. 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))	_____	_____
11. 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>
12. 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))	_____	_____
13. All proposed blocks and lots, together with their proposed numbering. (94-109(b)(12))	_____	_____
14. 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))	_____	_____
15. All front, rear, and side lot building setback lines. (94-109(b)(14))	_____	_____
16. All proposed reserves, together with their proposed alphabetical designation, acreage, and use. (94-109(b)(15))	_____	_____
17. All proposed utility, drainage or other easements. (94-109(b)(17))	_____	_____
18. All proposed open spaces, parks, or other recreational areas. (94-109(b)(18))	_____	_____
19. Any required dedications or reservations necessary to conform to the master plan. (94-109(b)(19))	_____	_____
20. Development within a 100-year floodplain must conform to the requirements of the City's floodplain management regulations and may not result in an increase in the height of the 100-year base flood elevation. (94-224(a))	_____	_____
21. For subdivision developments greater than five acres 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 is submitted showing the effect of the new development on surface water elevation. (94-224(b))	_____	_____
22. 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

	<u>CITY</u>	<u>O.R.</u>
23. Lot and block design including 50' minimum frontage or 50' width at front building line on radial lots, 100' minimum depth and 5,000 sq. ft. minimum area. Flag lots are generally prohibited. Other requirements also apply. (94-251, 252, 253)	_____	_____
24. Urban estate residential subdivisions requirements. (94-254)	_____	_____
25. Unit development requirements. (94-255, 256)	_____	_____
26. Building setback restriction requirements. (94-259)	_____	_____
27. Screening requirements. (94-261)	_____	_____
28. Streets and right-of-way requirements. (94-261-300)	_____	_____
29. The required owner's certification and dedication signed and acknowledged by each owner of property within the subdivision or by some person duly authorized to act as the owner's agent. (94-116(b)(1)) (Use the standard City of Conroe language (City Limits) or County language (Planning Area), as applicable.)	_____	_____
30. The required lien holder's subordination signed and acknowledged by each legal entity holding a lien against any portion of the subdivision property. (94-116(b)(2)) (Use the standard City of Conroe language (City Limits), or County language (Planning Area), as applicable.) (Revised language required. See Sec. 94-118 or "Standard Legal Documents".)	_____	_____
31. The required surveyor's certification. (94-116(b)(3)). (Use standard City of Conroe language (City Limits), or County language (Planning Area), as applicable.)	_____	_____
32. The Minor Plat Approval certification. (94-116(b)(4)) (Use the standard City of Conroe language.)	_____	_____
33. The certificate of filing by the county clerk. (94-116(b)(5)) (Use standard County language.)	_____	_____
34. The Montgomery County Engineer's Acknowledgement and Commissioner's Court Acknowledgement when the subdivision is located outside the City Limits, but within the City's planning area. (94-116(b)(6)) (Use standard County language.)	_____	_____
35. Sheet size no greater than 20" X 24".	_____	_____

City of Conroe

ADDITIONAL REQUIREMENTS

	<u>CITY</u>	<u>O.R.</u>
<p>1. With each minor plat submittal, provide a separate drawing showing the surveyed locations of all existing utilities on or adjacent to the property. Show and label the distance to the nearest streetlight and fire hydrant. Provide topographic contours at two-foot intervals or less, taken from City GIS, quad sheets or surveyed contours. Show and label the 100-year floodplain/floodway, if applicable. Show and label proposed storm water detention facilities, if required. Label the name and right-of way widths of the existing street(s) adjacent to the proposed subdivision. Show the proposed subdivision building lines and easements. (94-108)</p>	_____	_____
<p>2. Show and label existing/proposed sidewalks. 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))</p>	_____	_____
<p>3. Show and label existing/proposed fire hydrants. Fire hydrants are required at 300' intervals adjacent to commercial property and 500' intervals adjacent to residential property, and must be installed on appropriate existing waterlines. (94-332)</p>	_____	_____
<p>4. 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))</p>	_____	_____
<p>5. 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 for all improvements intended for private dedication (including street lights within the planning area) 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. (94-115,299(b),365)</p>	_____	_____

Signature of Developer/Agent

Date

City of Conroe
Certification

Minor Plat

Certificate of Approval of Minor 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 minor 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.)