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.
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:

<table>
<thead>
<tr>
<th>CITY LIMITS</th>
<th>or</th>
<th>PLANNING AREA</th>
</tr>
</thead>
</table>

SUBMITTED BY: ____________________________ DATE: ____________

DELIVERED BY: ____________________________

PHONE NUMBER: ____________________________

300 W. DAVIS | P.O. BOX 3066 | CONROE, TX 77305 | T: 936.522.3100 | www.cityofconroe.org
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 ___________________________ Email: ___________________________
   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 _________________________________________________________
   M U D _____________________________________________ (Name and Address)

4. Water Supply:  City of Conroe System_______________ Individual Wells________________
   Private Utility Company _________________________________________________________
   M U D _____________________________________________ (Name and Address)
City of Conroe

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.
City of Conroe

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>
<thead>
<tr>
<th></th>
<th>CITY</th>
<th>O.R.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>A CHECK PAYABLE TO THE CITY IN THE AMOUNT OF $50.00</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>ORIGINAL TAX CERTIFICATE WITH TAX ASSESSOR’S SEAL INDICATING THAT ALL REAL PROPERTY TAXES WHICH ARE DUE UPON THE LAND TO BE SUBDIVIDED HAVE BEEN PAID.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>THE WRITTEN CERTIFICATION OF AN ATTORNEY OR TITLE GUARANTY COMPANY, NOT OLDER THAN 30 DAYS, ATTESTING TO THE NAME OF EACH PERSON OR OTHER LEGAL ENTITY APPEARING IN THE REAL PROPERTY RECORDS OF THE COUNTY AS A CURRENT OWNER OR AS THE HOLDER OF A LIEN INTEREST IN THE REAL PROPERTY TO BE SUBDIVIDED, TOGETHER WITH THE RECORDING INFORMATION IDENTIFYING THE INSTRUMENT ESTABLISHING SUCH INTEREST.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>MAINTENANCE ENTITY – COVENANTS, (ON THE PLAT OR BY SEPARATE DOCUMENT) PROVIDING FOR MAINTENANCE OF REQUIRED IMROVEMENTS TO BE PRIVATELY MAINTAINED (SIGNED ORIGINAL, WITH FUNDS FOR RECORDEATION, IF SEPARATE DOCUMENT).</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>IF WITHIN THE CITY, A CHECK MADE PAYABLE TO THE COUNTY CLERK IN THE AMOUNT OF $__________ ($30.00 PER PLAT PAGE PLUS $6.00 PER PLAT; $11.00 FOR THE 1ST PAGE AND $4.00 FOR ADDITIONAL PAGES OF ACCOMPANYING DOCUMENTS TO BE RECORDED).</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>WRITTEN EASEMENTS, APPROVED AND RECORDED, SECURING ALL NECESSARY OFF-SITE DRAINAGE, UTILITY, ACCESS OR OTHER EASEMENTS ACROSS PROPERTY OUTSIDE THE PLAT BOUNDARY.</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>TEN (10) COPIES OF A LAND USAGE EXHIBIT DRAWING (SEE ADDITIONAL REQUIREMENTS LIST) (EXHIBITS ROLLED, ONE ROLL, NOT STAPLED).</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>TEN (10) COPIES OF MINOR 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)</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>ONE EXECUTED MYLAR ORIGINAL OF THE PROPOSED MINOR PLAT.</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>COMPLETED APPLICATION FOR APPROVAL OF MINOR SUBDIVISION PLAT.</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>LETTER OF ENGINEER’S AUTHORIZATION TO REPRESENT OWNER IN THE PLATING PROCESS (SIGNED BY OWNER/DEVELOPER).</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>COMPLETED MINOR PLAT CHECKLIST (94-116).</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>WRITTEN REQUEST FOR VARIANCES (IF NEEDED).</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>DISK (DIGITAL COPY) OF THE PLAT BOUNDARY ONLY (DWG OR DXF FORMAT) REFERENCED TO STATE PLANE COORDINATES.</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>DISK (DIGITAL COPY OF COMPLETE PLAT) PROVIDED (94-121(b)(1))</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>ONE HARD COPY OF MONTGOMERY COUNTY 911-ADDRESSED MINOR PLAT</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Developer/Agent:_________________________ Date:_________________________

K:\Dynamic\Website Design\CDEV-2007\CDEV-2007-FORMS\Platting\DOCS\Minor Plat\01Minor Plat Application Administrative Checklist Minor Plat Checklist_addressing.doc  5/12
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)

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))

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))

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))
FORM AND CONTENT OF PLAT (94-116)

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" 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))
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))
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)

Urban estate residential subdivisions requirements. (94-254)

Unit development requirements. (94-255, 256)

Building setback restriction requirements. (94-259)

Screening requirements. (94-261)

Streets and right-of-way requirements. (94-261-300)

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.)

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”.)

The required surveyor’s certification. (94-116(b)(3)). (Use standard City of Conroe language (City Limits), or County language (Planning Area), as applicable.)

The Minor Plat Approval certification. (94-116(b)(4)) (Use the standard City of Conroe language.)

The certificate of filing by the county clerk. (94-116(b)(5)) (Use standard County language.)

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.)

Sheet size no greater than 20” X 24”.
ADDITIONAL REQUIREMENTS

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)

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 wheelchair 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))

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)

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))

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)

__________________________________  ______________________
Signature of Developer/Agent          Date
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.
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.)
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.)