PLATTING EXCEPTION

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

- Submittal Questionnaire (1-page)
- Platting Exception Request Letter (1-page)
- Platting Exception Administrative Checklist (1-page)
- Platting Exception Application (1-page)
SUBMITTAL QUESTIONNAIRE

Please check the type of project 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**

9. **PLATTING EXCEPTION**
   Request for an exception from platting a residential lot (City Limits only)

**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: __________________________ PHONE NO._________________

(Company Name)

DELIVERED BY: __________________________ DATE:_________________

(Please Print)

300 W. DAVIS  P.O. BOX 3066  CONROE, TX 77305  T: 936.522.3100  www.cityofconroe.org
Date: ________________

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

Re: Platting Exception for: _____________________________________________________

(Property Address)

Dear City Engineer,

This letter serves as a formal request to receive an exception to platting the above-referenced property.

Please refer to the attached documents to make your determination.

I (We) may be contacted at: Telephone No.: ________________________________

Email address: ________________________________

Thank you in advance for your assistance.

Sincerely,

(Applicant’s signature)
PLATTING EXCEPTION ADMINISTRATIVE CHECKLIST:

The Director of Community Development may except a parcel of land located within the City Limits from the requirement to plat, if the Director determines that the parcel:

(1) existed in its current configuration on January 1, 1991, or the date of annexation into the city if the land was annexed after January 1, 1991; and

(2) the parcel:

(A) shall be used for a single family residence;
(B) is five acres or less in size;
(C) is currently served by City of Conroe water and sanitary sewer service, a private utility company or district water or sanitary sewer service, a Lone Star Water Conservation District approved water well and a Montgomery County approved septic system, or any combination of the above, providing water and sewer service to the residence;
(D) has frontage on a public street, or a private street with access to a public street;
(E) complies with the minimum lot size of 50 feet x 100 feet, or if smaller, is or was the site of an actual single family residential dwelling; and
(F) complies with applicable drainage/detention requirements.

If you believe your property meets the requirements listed above, please submit the following documents to the Central Receiving Office, for the Director’s determination:

(http://www.cityofconroe.org/content/view/154/499/1/4/) for forms & info

**ALL ITEMS LISTED MUST BE SUBMITTED TO BE ACCEPTED FOR REVIEW. **

(1) ___ Letter requesting Platting Exception
(2) ___ A title report dated within thirty days of the application showing record title to the property
(3) ___ A copy of the owner’s deed to the property
(4) ___ A survey of the property, including all improvements existing at the time of the application
(5) ___ The legal description of the property
(6) ___ Completed Application for Platting Exception and any supporting documents
(7) ___ MCECD911 street address confirmation
(8) ___ Make check payable to the City of Conroe in the amount of $50.00 for plat fees.

*PLEASE ALLOW 10 BUSINESS DAYS TO RECEIVE THE DIRECTOR’S DETERMINATION.*
APPLICATION FOR PLATTING EXCEPTION

SUBMITTAL DATE: __________________________

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

1. Property Address _____________________________________________________________________
   If applicable: Subdivision Name:_____________________, Section No._____, Block No._____, Lot No.____

2. Name of Property Owner________________________________________________________________
   Email:_______________________________________________________________________________
   Mailing Address _______________________________________________________________________
   Telephone No. ________________________________ Mobile No.______________________________

B. PLAT EXCEPTION REQUIREMENTS

Please check or complete the appropriate blank and provide the requested information listed below:

1. Has the property been subdivided (split) since 1991?   Yes________  No ________   Do Not Know ________
   If yes, what date was the property split?_________________________________ Do Not Know ___________
   If the property was annexed into the City after 1991, has the property been subdivided (split) since the date
   it was annexed?   Yes__________ No _______________ Do Not Know ___________
   If yes, what date was the property split?__________________________________ Do Not Know ___________

2. Is this a residential property?  Yes__________No ___________  Do Not Know ___________

3. Is the property 5 acres or less in size?  Yes__________No ___________ Do Not Know ___________

4. Is this residence served by City of Conroe water service? Yes_________No _________Do Not Know _________
   If yes, please provide a copy of your City water bill.
   If no, provide evidence of water service. (i.e. Private company water bill, water well permit)

5. Is this residence served by City of Conroe sewer service? Yes________ No ________Do Not Know _________
   If yes, please provide a copy of your City sewer bill.
   If no, provide evidence of sewer service. (i.e. Private company sewer bill, septic system permit)

6. Does this residence have street frontage on a public street or frontage on a private street which connects to a public
   street?  Yes__________ No ___________  Do Not Know ___________

7. Is the size of this residential lot at least 50 ft x 100 ft? Yes_______ No _______ Do Not Know __________
   If no, was there formerly a residence on this lot?   Yes__________ (Please provide verification, such as a City of
   Conroe water/sewer/garbage bill, photograph, etc.) No ______________ Do Not Know ______________

8. Does rain water from this property drain to the street? Yes_______ No _______ Do Not know_____
   If no, where does the rain water flow when it rains?____________________________________________________

C. CERTIFICATION

This is to certify that I am the actual owner, or authorized agent for the owner, of the above described
property, and that the above information is true and correct to the best of my knowledge.

____________________________________  __________
Signature of Owner/Agent              Date

(Please print name)