



*Public Works
Engineering Division*

CITY OF CONROE

VACATING PLATS

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 Vacation Application, Request & Checklist (4-pages).*
- *Vacation Certification (1-page).*
- *Property Owner's Letter of No Objection to Plat Vacation (1-page).*
- *Lien Holder's Consent of Plat Vacation (1-page).*
- *Partial Vacation Certification (1-page).*

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

PLAT VACATION APPLICATION

Name of Plat to be Vacated: _____

Recordation Number: _____

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

NAME AND ADDRESS OF ALL OWNERS INVOLVED:

(Please use a second page if additional space is needed)

1. Name of Owner _____
 Contact person _____ Email: _____
 Mailing Address _____
 Telephone No. _____ Fax No. _____

Name of Owner _____
 Contact person _____ Email: _____
 Mailing Address _____
 Telephone No. _____ Fax No. _____

Name of Owner _____
 Contact person _____ Email: _____
 Mailing Address _____
 Telephone No. _____ Fax No. _____

Name of Owner _____
 Contact person _____ Email: _____
 Mailing Address _____
 Telephone No. _____ Fax No. _____

2. Name of Registered Public 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 _____

City of Conroe

C. EXISTING IMPROVEMENTS (IF ANY)

- 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)

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

E. 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 vacating plat for approval.

Date

Signature of Owner and/or Agent

FOR ENGINEERING DEPARTMENT USE ONLY

DATE OF PLANNING COMMISSION MEETING _____

City of Conroe

VACATION OF SUBDIVISION PLAT REQUEST

STATE OF TEXAS §
COUNTY OF MONTGOMERY §

KNOW ALL MEN BY THESE PRESENTS:

I, _____ being the sole owner and proprietor of the following described property _____, Montgomery County, Texas, to wit:

Do hereby desire and declare that said plat, subdivision and dedication thereon be vacated and cancelled so as to convert all of the said platted property to acreage tracts as same existed before such property was platted, subdivided and recorded.

Executed on this the _____ day of _____, 20__.

NAME: _____

TITLE: _____

STATE OF TEXAS §
COUNTY OF MONTGOMERY §

EXECUTED this _____ day of _____, 20__ by _____.

Notary Public, State of Texas

City of Conroe

PLAT VACATION CHECKLIST

ALL ITEMS MUST BE SUBMITTED FOR THE PLAT TO BE ACCEPTED FOR REVIEW AND FOR PLACEMENT ON THE AGENDA.

SUBDIVISION NAME: _____

DATE CHECKED: _____ **PLANNING COMMISSION MEETING OF:** _____

Plat Vacation (94-151)

1. ___ Vacation of the entire previously platted subdivision. (94-151)(a))
2. ___ Vacation of a portion of the previously platted subdivision. (94-151)(a))
3. ___ The application must be in a form acceptable for recording in the real property records and must bear the signature, appropriately acknowledged, of each property owner within the subdivision. (94-151)(a))
4. ___ Each application for vacation must be accompanied by the required filing fee. (94-151)(b)(1))
5. ___ Each application for vacation must be accompanied by the written certification of an attorney or title guaranty company attesting to the name of each person or other legal entity appearing in the real property records of the county as a current owner of each lot, tract or reserve within the subdivision, together with the recording information identifying the instrument establishing such interest. (94-151)(b)(2))
6. ___ Nine (9) copies of the plat to be vacated with the areas to be vacated clearly marked. (Copy may be smaller than 20" x 24", but not smaller than 8 ½" x 11", and text must be legible.)
7. ___ All public easements or facilities which have been previously accepted by a governmental entity on behalf of the public have been addressed with the proper entities and written documentation has been provided from the entities accepting the vacation.

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

Date

Signature of Owner and/or Agent

City of Conroe

VACATION OF SUBDIVISION PLAT

This is to certify that the Planning Commission of the City of Conroe, Texas, has approved this instrument and vacation of the subdivision plat entitled _____ in conformance with the laws of the State of Texas and the ordinances of the City of Conroe as shown hereon and authorized the recording of this instrument this ____ day of _____, 20____.

BY: _____
Chairman

BY: _____
Secretary

ACKNOWLEDGEMENT

THE STATE OF TEXAS §

COUNTY OF _____ §

BEFORE ME, the undersigned authority, on this day personally appeared _____ and _____ known to me to be the persons whose names are subscribed to the foregoing instrument, and acknowledged to me that they executed same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this ____ day of _____, 20____.

NOTARY PUBLIC, STATE OF TEXAS

We, the Undersigned, being the record owner(s) of (insert legal description of property), hereby state under oath that we have read a true copy of the "VACATION OF SUBDIVISION PLAT REQUEST" for the vacating of (insert legal description and County Clerk's recording information of property to be vacated) dated the _____ of _____, 20_____, and have no objection to approval of the same by the City of Conroe and the County of Montgomery.

Executed this _____ day of _____, 20____.

(Insert Name)

(Insert Name)

STATE OF TEXAS §
COUNTY OF MONTGOMERY §

This instrument was acknowledged before me by _____ and _____, on the _____ day of _____, 20_____.

Notary Public, State of Texas

City of Conroe

PARTIAL VACATION OF SUBDIVISION PLAT

This is to certify that the Planning Commission of the City of Conroe, Texas, has approved this instrument and partial vacation of the subdivision plat entitled _____ in conformance with the laws of the State of Texas and the ordinances of the City of Conroe as shown hereon and authorized the recording of this instrument this ____ day of _____, 20____.

BY: _____
Chairman

BY: _____
Secretary

ACKNOWLEDGEMENT

THE STATE OF TEXAS §

COUNTY OF _____ §

BEFORE ME, the undersigned authority, on this day personally appeared _____ and _____ known to me to be the persons whose names are subscribed to the foregoing instrument, and acknowledged to me that they executed same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this ____ day of _____, 20____.

NOTARY PUBLIC, STATE OF TEXAS

City of Conroe

**LIEN HOLDER'S CONSENT
OF
VACATION OF SUBDIVISION PLAT**

The undersigned, being the (title of executor) of (Lending Entity) development lender and first lien holder of (name of plat to be vacated), a subdivision in Montgomery County, Texas, according to the map or plat thereof recorded in Cabinet __, Sheet__, of the Map Records of Montgomery County, Texas, having examined a true and correct copy of the "VACATION OF SUBDIVISION PLAT REQUEST" by (owner's name, title, company), owner of said subdivision, do hereby approve and declare no objection to said request to convert said subdivision to acreage as the same existed before such land was platted, subdivided and recorded.

EXECUTED this _____ day of _____, 20__.

By: _____

Print Name: _____

Title: _____

Lending Entity: _____

ACKNOWLEDGEMENT

THE STATE OF TEXAS §
COUNTY OF _____ §

BEFORE ME, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she/they executed same for the purposes and consideration therein expressed, (add for corporations, "and in the capacity therein and herein set out, and as the act and deed of said entity.")

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this ____ day of _____, 20__.

NOTARY PUBLIC, STATE OF TEXAS