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.
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
PLAT VACATION APPLICATION

Name of Plat to be Vacated:_____________________________________________
Recor dation 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.______________________

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 _____________________________________________________
   M U D _________________________________________________________________
   (Name and Address)

4. Water Supply: City of Conroe System_____________ Individual Wells______________
   Private Utility Company ____________________________________________________
   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
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 ___________________________
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: ____________________________  BY: ____________________________
Chairman  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
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: ___________________________ BY: ___________________________
Chairman 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
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